

Brookline Selectboard Minutes (Draft)
July 20, 2011

1. Chairman Doug Wellman called the meeting to order at 7:01 PM. Present were board members Mike Fontaine, Kim Rink, Tom Staats, and David Parker Jr. Also present were members Planning Commission Chair Cynthia Nau, and members of the public Linda Boal and Roberta Dunham.

a. The first order of business was to appoint a Clerk of the Board. David briefed other board members on his e-mail conversations with Amy Jo Cable, including her salary requirement of \$20 per hour (just actual meeting time). Doug indicated that this was higher than any current employees are paid but this may be acceptable if we treat her as a contractor and not employee so we don't have to pay other benefits. There was a discussion of duties in addition to actually composing minutes (such as content and who to send them to). Doug motioned that we hire Amy Jo Cable at \$20.00 per hour as the Clerk of the Board. Tom seconded. All in favor, approved. David will contact her.

2. Minutes of the June 15th, July 6th, and July 13th meetings were reviewed. Mike motioned the June 15th minutes be approved as written. David seconded. All in favor, approved. Mike motioned that the July 6th minutes be approved with correction to spelling of Tom Staats name. David seconded. All in favor, approved. Tom motioned the July 13th minutes be approved with a wording change in the first paragraph, that Doug agreed that some recommendations should be returned to polices. David seconded. All in favor, approved.

Tom asked about Town Meeting minutes. Doug will contact the Town Clerk and see if they have been done.

3. **Members of the Public**

a. Roberta asked about the status of the bridge construction. Based on conversations with the contractor board members advised her that it would be between two weeks and a month. She also raised concerns with traffic on Hill Road. To the best of our knowledge there have not been any police patrols as the board requested. Doug will again contact the State Police to see if they can patrol.

b. Cynthia mentioned that after the town plan meeting (July 13th) WRC had again provided guidance on "policy" in an e-mail which has been forwarded to all board members. She also discussed the availability of grants for the planning commission and the application status. She attended the Southeastern Watershed Alliance and Rock River Preservation meetings. There was discussion on parking near the West River Bridge. We will look into no parking signs.

4. **Old Business:**

a. The final audit report has been received. Copies are available for viewing. Tom will get with the auditors to see when they will start meeting to discuss policy implementation.

b. Windmill Hill Trail head still needs to be better marked and the actual status of the trail route defined.

6. Road Report:

a. Mark has done some brush trimming on Hill Road, Roadside mowing should take place soon.

b. Culverts for annual replacement have been delivered.

c. Some gravel has been delivered and graded in on Ellen Ware and Putney Mountain Roads.

d. Tom has signed paperwork from Jason Butterfield's on easement to install new culvert. AS Clark and Son can now begin the project.

7. New Business:

a. There was some discussion on what constituted delinquent taxes and the towns responsibility on culverts on private drives. No decisions were made.

b. WRC has forwarded a copy of our emergency operations plan. The plan requires update, review and approval. This will be placed on the agenda for the next meeting.

c. There was a recommendation that the town convert it fire alarm monitoring to Keene Mutual Aid. They are much closer and perform NewBrook dispatch, changing to them will remove one layer of additional calls. Doug motioned the town use Keene Mutual Aid for fire alarm monitoring. Kim seconded. All in favor, approved.

8. Correspondence: Correspondence was reviewed.

9. Pay Orders: Pay orders were reviewed. Payroll warrant number 1, \$740.12 and accounts payable warrant number 1, \$164,734.01. Tom motioned they be approved. Mike seconded. All in favor, approved.

10. The meeting was adjourned at 8:42 PM. The next meeting will be August 3rd at 7:00 PM in the town office.

Respectively submitted
Douglas Wellman
Chairman