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**ANNUAL REPORT OF THE
OFFICERS AND COMMITTEES
OF THE TOWN OF
BROOKLINE, NEW HAMPSHIRE**
For Year Ending December 31, 2004



WITH REPORTS OF THE SCHOOL DISTRICT
For Year Ending June 30, 2004



TOWN OF
BROOKLINE, NEW HAMPSHIRE

BOARD of SELECTMEN

P.O. BOX 360 – 1 Main Street
BROOKLINE, NH 03033-0360

Selectmen@brookline.nh.us <http://www.brookline.nh.us>

RESOLUTION

WHEREAS, Thomas I. Arnold, Jr. has been a resident of Brookline, New Hampshire since 1958 and has contributed over forty (40) years of outstanding service to the Town of Brookline as an Ambulance Volunteer, Selectman, Zoning Board Member, Planning Board Member, Moderator, State Representative, and outstanding citizen; and

WHEREAS, Thomas I. Arnold, Jr. has provided love, exemplary leadership and devotion to his Family, Community, State and Country; and

WHEREAS, the citizens of the Town of Brookline desire to commemorate the accomplishments of Thomas I. Arnold, Jr.

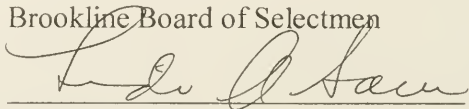
BE IT RESOLVED, this 31st day of July, 2004

THAT the citizens of the Town of Brookline, New Hampshire, by and through its Board of Selectmen, recognize and give thanks to Thomas I. Arnold, Jr. for his exemplary service to the Town of Brookline and its residents and;

PROCLAIM that July 31st, 2004 is hereby decreed:

THOMAS I. ARNOLD, JR.
DAY.

Brookline Board of Selectmen


Linda A. Saari


Clarence L. Farwell


Robert M. Parodi

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2004

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2004 ANNUAL TOWN REPORT

TOWN OFFICERS

TOWN CLERK/TAX COLLECTOR

(By Ballot)

Nancy B Howard..... Term Expires 2005

BOARD OF SELECTMEN

(By Ballot)

Robert M Parodi..... Term Expires 2005

Clarence L Farwell..... Term Expires 2006

Linda A Saari..... Term Expires 2007

Rena J Duncklee, Executive Assistant/Office Manager

BOARD OF ASSESSORS

(By Ballot)

Kevin R Visnaskas..... Term Expires 2005

Marcia T Farwell..... Term Expires 2006

Peter A Cook..... Term Expires 2007

Carole Tafe, Secretary

TOWN TREASURER

(By Ballot)

Russell Heinselmann..... Term Expires 2005

MODERATOR

(By Ballot)

Peter G Webb..... Term Expires 2005

ROAD AGENT

(By Ballot)

Gerald G Farwell..... Term Expires 2005

FIRE WARDS

(By Ballot)

Charles E Corey.....	Term Expires 2005
David Santuccio	Term Expires 2006
Curt Jensen.....	Term Expires 2007

RECREATION COMMISSION

(By Ballot)

Carol Anderson Farwell.....	Term Expires 2005
Vacancy.....	
Jo Ann Skey.....	Term Expires 2006
Lou Tiffany.....	Term Expires 2007
Annett Quimby.....	Term Expires 2007

FINANCE COMMITTEE

(By Ballot)

Betty B Hall.....	Term Expires 2005
James McElroy.....	Term Expires 2005
Jack Flanagan.....	Term Expires 2005

LIBRARY TRUSTEES

(By Ballot)

Eleanor W. Amidon.....	Term Expires 2005
Phil Chandler.....	Term Expires 2005
Louise Price.....	Term Expires 2006
Barbara C. Coon.....	Term Expires 2007
Russell Heinselmann	Term Expires 2007

SUPERVISORS OF CHECKLIST

(By Ballot)

Susan Mitchell.....	Term Expires 2006
Cynthia Fottler.....	Term Expires 2008
Grace LaBombard.....	Term Expires 2010

TOWN TRUSTEES

(By Ballot)

Robert Grant.....	Term Expires 2005
John Tomaso.....	Term Expires 2005
Bruce Garvin	Term Expires 2006

CHIEF OF POLICE
(Appointed by Selectmen)

Thomas J. Goulden

Celia Lingley, Administrative Assistant

AMBULANCE DIRECTOR
(Appointed by Selectmen)

Wesley N. Whittier

EMERGENCY MANAGEMENT DIRECTOR
(Appointed by Selectmen)

Wesley N. Whittier

OVERSEER OF PUBLIC WELFARE
(Appointed by Selectmen)

Noreen Crooker

PLANNING BOARD
(Appointed by Selectmen)

Richard Randlett (Co Chairman).....	Term Expires 2005
Paul Schaefer.....	Term Expires 2006
Clarence L Farwell (Selectmen's Representative).....	Term Expires 2006
Michele Hakala.....	Term Expires 2007
Frank Lukovits (Co-Chairman).....	Term Expires 2007
Ronald Pelletier (Alternate).....	Term Expires 2005
Gerrald Smith (Alternate).....	Term Expires 2006
Laura Libby (Alternate).....	Term Expires 2006
Alan Rosenberg (Alternate).....	Term Expires 2007
Judy L Cook (Alternate).....	Term Expires 2007

Valerie Maurer, Secretary

Steve Wagner, Interim NRPC Representative

BUILDING INSPECTOR
(Appointed by Selectmen)

Nick Orgettas

SOUHEGAN REGIONAL LANDFILL DISTRICT
(Appointed by Selectmen)

Judy Rochford.....Term Expires 2006

ANIMAL CONTROL OFFICER
(Appointed by Selectmen)

Leslie Bensinger.....Until Discharged

COMMISSIONERS, NRPC
(Appointed by Selectmen)

Helen Fenske..... Term Expires 2005
Stephen Murray..... Term Expires 2006

BOARD OF ADJUSTMENT
(Appointed by Selectmen)

Charlotte Pogue (Vice Chairman)..... Term Expires 2005
Paul Schaefer Jr..... Term Expires 2005
Peter Cook (Chairman)..... Term Expires 2006
John Ganos..... Term Expires 2006
Marcia Farwell (Clerk)..... Term Expires 2007
George Foley (Alternate)..... Term Expires 2005
James Murphy (Alternate)..... Term Expires 2006

Carole Tafe, Secretary

CONSERVATION COMMISSION
(Appointed by Selectmen)

Ken Turkington Term Expires 2005
John Frugard..... Term Expires 2005
Paul Noah..... Term Expires 2006
Francis Dougherty..... Term Expires 2006
Laura Libby (Chairman)..... Term Expires 2007
Therry Neilsen-Steinhardt..... Term Expires 2007
Jay Chrystal (Vice Chairman)..... Term Expires 2007
Betty Hall, (Alternate)..... Term Expires 2005
Kathleen Harvey (Alternate)..... Term Expires 2005

Valerie Maurer, Secretary

SURVEYOR OF WOOD AND LUMBER
(At Meeting)

Clarence L. Farwell..... Term Expires 2004

MELENDY POND AUTHORITY
(At Meeting)

Peter Webb..... Term Expires 2005
Francis Lafreniere..... Term Expires 2006
Randolph Haight..... Term Expires 2007
Peter Cook..... Term Expires 2008
Russell Haight..... Term Expires 2009

SEXTON
(At Meeting)

Clarence L. Farwell..... Term Expires 2005

FOREST FIRE WARDEN
(Appointed by State)

Charles E. Corey

HEALTH OFFICER
(Appointed by State)

Noreen Crooker

TREE WARDEN
(Appointed by State)

Clarence L. Farwell

FEDERAL OFFICIALS

CONGRESSIONAL DELEGATION:

Senator, Judd Gregg, email address: mailbox@gregg.senate.gov
Senator, John Sununu, email address: mailbox@sununu.senate.gov

REPRESENTATIVE SECOND DISTRICT:

Charles Bass, email address: cbass@mail.house.gov

STATE OFFICIALS

GOVERNOR:

John L Lynch, State House, Concord, 271-2121

STATE SENATOR:

David Gottesman, 18 Indian Rock Rd, Nashua, 889-4442, email address:
david.gottesman@leg.state.nh.us

EXECUTIVE COUNCILOR:

Debora Pignatelli, email address: debora.pignatelli@nh.gov

REPRESENTATIVE TO THE GENERAL COURT:

Richard B Drisko, PO Box 987, Hollis, 465-2517, email address: driskorb@aol.com
Carolyn M Gargas, PO Box 1223, Hollis, 465-7463, email address: cgargasz@cs.com
Betty B Hall, PO Box 309, Brookline, 672-8712, email address: bettyhallgencourt@charter.net
Donald F Ryder, PO Box 484, Hollis, 465-2706, email address: dryder2706@aol.com

2004 Progress Report from the History Committee

The Brookline History Committee (BHC) was formed in May 2003, for the sole purpose of updating the existing text "History of Brookline New Hampshire" by Edward E. Parker, dated 1914.

In 2004 the history committee met four times. The meetings began by continuing with the gathering of resources and finalizing the table of contents, and ended with concentration of efforts toward specific research subjects. A new meeting schedule of every other month on the second Thursday of the month at 7:00 PM has been established.

The History Committee Chairman Laura Murphy stepped down and new chairman Lynne Abt was elected. Current members of the committee are Lynne Abt, Ellen Winters, Clarence Farwell, Marcia Farwell, Nancy Howard, and high school student Benjamin Sacks. We are thankful for the guest attendance of Donald Barnaby.

The committee is continuing to gather and sort through the information available of the past 100 years. Several committee members have chosen a research assignment and are starting to write up their efforts. We are currently concentrating on the history of the schools, veterans and several large celebrations in town. The committee has also determined there are only a small number of copies of the Parker book left and are investigating a possible reprinting of this book:

Publicity has been emphasized with poor results. Articles have been published in the Hollis High School newspaper and also in the Hollis Brookline Journal. The BHC web site has continued to be updated and an appeal for more members has been made on the town web site. The web site has been turned over to the town web committee for updates. The lack of feedback from town residents is bothersome but BHC will continue to publicize and enlist the help of townspeople to work on this historical accounting of our town's history. If you have any stories, photos, interesting facts about the last 100 years of life in Brookline, please contact a committee member and share with us this information. The more data we can gather, the more complete and interesting this book will be.

Progress is slow, but there is still progress and the existing members are committed to working on the completion of the historical accounting of Brookline's town history of the last 100 years. Please reference the BHC information on www.brookline.nh.us on the town government page to see a schedule of meetings, review of minutes, current table of contents and in general to stay in tune with what the committee is working on. You can contact us at HistoryCommittee@brookline.nh.us or send a letter to town hall.

Sincerely,
Lynne Abt
Chairman, BHC

**TOWN WARRANT
THE STATE OF NEW HAMPSHIRE**

**THE POLLS WILL BE OPEN FROM 7:00 AM TO 7:30 PM
TUESDAY, MARCH 8, 2005**

**BUSINESS MEETING STARTS AT 7:00 PM ON
WEDNESDAY, MARCH 9, 2005**

AT THE CPT. SAMUEL DOUGLASS ACADEMY

To the inhabitants of the Town of Brookline in the County of Hillsborough in said State, qualified to Vote in Town Affairs:

You are hereby notified to meet at the Capt. Samuel Douglass Academy in said Brookline on Tuesday, the eighth (8th) day of March at 7:00 a.m. to act upon the following subjects:

1. To choose all necessary Town Officers for the year ensuing.

2. Bond for Land Acquisition

To see if the Town will vote to raise and appropriate the sum of Five Hundred Thousand Dollars (**\$500,000**) (Gross Budget) for the purchase, by the Town, of land or other property interests therein, for conservation purposes, as the Selectmen deem appropriate and in the best interest of the Town; and to authorize the issuance of not more than Five Hundred Thousand Dollars (\$500,000) of bonds or notes, in accordance with the provisions of the Municipal Finance Act, (RSA 33:1 et seq., as amended), and, further, to authorize the Selectmen to issue, negotiate, sell and deliver said bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof, and to take any other action they deem appropriate to effectuate the sale and/or issuance of said bonds or notes, subject, however, to the following limitations:

- No such bonds or notes shall be issued earlier than July 1, 2005; and,
- Any of such bonds or notes shall have appropriate terms and maturities such that no principal or interest payments shall become due and payable prior to January 1, 2006; and,
- No such bonds or notes shall be issued with a term of maturity of less than ten (10) years

PROVIDED, FURTHER, that the Selectmen **SHALL NOT ISSUE SUCH BONDS OR NOTES** until such time that they have presented to either an annual or special town meeting, a warrant article asking the meeting to ratify, by a simple majority vote, the particular parcel and parcel ownership interest chosen by the Selectmen for purchase and said meeting has approved such warrant article.

(This article requires a 2/3 BALLOT vote to pass, as set forth in RSA 33:8. This is a Special Warrant Article and is not intended to lapse at the conclusion of Calendar Year 2005 but is

intended to lapse at the conclusion of Calendar Year 2006, if not implemented within that time frame)

Recommended by Selectmen: 2-1

Recommended by Finance Committee: 2-0, one abstention

3. To see if the Town will vote to change the disposition of land use change tax money to the Land Acquisition/Conservation Fund voted at the 2000 Town Meeting pursuant to RSA 79-A: 25, IV, from 100% of land use change tax to **\$50,000** annually to be placed in the Land Acquisition/Conservation Fund, or take any action relative thereto.

Recommended by Selectmen: 3-0

Recommended by Finance Committee: 2-0, one abstention

4. To see if the Town will vote to approve the cost items included in the collective bargaining agreement reached between the Brookline Board of Selectmen and the Brookline Police Officer's Association which calls for the following increases in salaries and benefits:

Year	Estimated Increase	Year	Estimated Increase	Year	Estimated Increase
2005	\$20,274	2006	\$14,363	2007	\$10,261

and further to raise and appropriate the sum of **\$20,274** for the current fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels paid in the prior fiscal year. *The amount raised will be incorporated into the police operating budget for accounting purposes*

Recommended by Selectmen: 3-0

Recommended by Finance Committee: 2-1

5. Shall the Town, if Article 4 is defeated, authorize the governing body to call one special town meeting at its option to address Article 4 cost items only?

Recommended by Selectmen: 3-0

6. To see if the Town will vote to raise and appropriate the sum of **\$50,000** for the purpose of road/bridge improvements, or take any action relative thereto. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until December 31, 2008.

Recommended by Selectmen: 3-0

Recommended by Finance Committee: 3-0

7. To see if the Town will vote to raise and appropriate the sum of **\$15,000** for additional legal expenses, or take any action relative thereto. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until December 31, 2008.

Recommended by Selectmen: 3-0

Recommended by Finance Committee: 2-1

8. To see if the Town will raise and appropriate the sum of **\$3,159,433** to defray town charges for the ensuing year and make appropriations of the same.

9. To see if the Town will vote to raise and appropriate the sum of **\$2,955** from the unreserved fund balance to be deposited into the Ambulance Service Expendable Trust Fund.

Recommended by Selectmen: 3-0

Recommended by Finance Committee: 3-0

10. To see if the Town will vote to raise and appropriate the sum of **\$27,250** for the purchase and installation of needed radio equipment on the cell tower located on Ball Hill Road in Brookline to be used for emergency communication for the Brookline Ambulance, Emergency Management, Fire and Police Departments, or take any action relative thereto. Such appropriation will be offset by a State Grant in the amount of \$6,875. Having this radio/antenna site would correct the dead spots that the town is now experiencing for all the emergency services.

Recommended by Selectmen: 3-0

Recommended by Finance Committee: 3-0

11. To see if the Town will vote to authorize the selectmen to enter into a three year lease agreement for \$27,349 for the purpose of leasing and equipping a 4 x 4 motor vehicle for use by the Brookline Fire Department and to raise and appropriate the sum of **\$9,528** for the first year's payment for that purpose, or take any action relative thereto. This vehicle would serve as the Fire Inspector's vehicle and the Fire Chief's Response Vehicle. The vehicle would be used as the Fire Department's Incident Command Unit and also be capable of towing the trailers that are owned by the Fire Department. Said lease agreement to contain a fiscal funding clause which permits the termination of the lease on an annual basis should the funds necessary to make the required payments not be appropriated by town meeting.

Recommended by Selectmen: 3-0

Recommended by Finance Committee: 2-1

12. To see if the Town will vote to raise and appropriate the sum of **\$550** for the purpose of the DARE Program. Said funds to be withdrawn from the Special Revenue Fund previously created for that purpose at the 2002 Town Meeting.

Recommended by Selectmen: 3-0

Recommended by Finance Committee: 3-0

13. To see if the Town will vote to authorize the Selectmen to enter into a five year lease agreement and to construct improvements, all totaling \$47,500 for an approximate $\frac{1}{4}$ acre parcel of land behind the existing library for the purpose of parking for the library and to raise and appropriate the sum of **\$13,500** for the first year's lease payment of \$8,500 for that purpose and \$5,000 for improvements to the leasehold, or to take any action relative thereto. Said lease agreement to contain a fiscal funding clause which permits the termination of the lease on an annual basis should the funds necessary to make the required payments not be appropriated by town meeting.

Recommended by Selectmen: 3-0

Recommended by Finance Committee: 3-0

14. To see if the Town will vote to raise and appropriate the aggregate sum of **\$7,000** for longevity stipends for full time employees not covered by the collective bargaining agreement who have provided at least 5 years of full time service to the Town as of 12/31/05, or take any action

relative thereto. Such payments to be made at the last payroll warrant of 2005 to be divided equally among 7 full time employees who qualify.

Recommended by Selectmen: 3-0

Not Recommended by Finance Committee: 2-0, one abstention

15. To see if the Town will vote to raise and appropriate the sum of \$30,000 for the purchase of a fire prevention training trailer to be used with the Fire Department's Fire Prevention Program, or take any action relative thereto. Such appropriation will be offset by a Fire Prevention Safety Grant in the amount of \$27,000.

Recommended by Selectmen: 3-0

Not Recommended by Finance Committee: 3-0

16. To receive the reports of agents, auditors, committees, and all other Officers heretofore chosen, and pass any vote relative thereto.

17. WHEREAS, the Committee to Examine Conflict of Interest was appointed by Town Moderator Tom Arnold as a result of the 2004 Town Meeting Vote; and

WHEREAS, the Committee to Examine Conflict of Interest has rendered its report to the Town; and

WHEREAS, the Committee to Examine Conflict of Interest has, in its Report, encouraged each and every Town Board, Commission, Committee, Departments and Officials to adapt and adopt the following Proposed Recommended Code of Ethics:

Recommended Code of Ethics

1. Purpose

The proper operation of democratic government requires that public servants be independent, impartial, and responsible to the people; that government decisions and policy be made through the proper channels of governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government members to perform their duties without conflicts between their private interests and those of the citizens they serve.

The purpose of this code is to establish guidelines for the ethical standards of conduct for public servants. As such, the Town of Brookline

- Expects our public servants to act in the best interest of the town.
- Expects public servants to disclose, whenever possible, any personal, financial or other interests in matters affecting the town that come before them for action.
- Expects public servants to remove themselves from decision making if they have a conflict of interest or even the appearance of one.
- Expects public servants to be independent, impartial, and responsible to their fellow townspeople in their actions.
- Expects that the public servant's decisions and policies be made through the proper channels of government.

2. Definitions

Conflict of Interest – A situation or circumstance where a public servant’s personal, pecuniary or financial interests have the potential to interfere with the proper exercise of a public duty.

Pecuniary Interest – Any advantage in the form of money, property, commercial interest or anything else, the primary significance of which is economic gain; it does not include economic advantage applicable to the public at large, such as tax reduction or increased prosperity of the town.

Personal Interest – Interest in a matter, aside from official interest as a function of a public servant’s position, which is more direct than that of the public at large and would influence the action of the public official.

Public Servant – All officers and employees of the Town, whether elected, appointed, paid, volunteer, or anyone acting in a position other than as a member of the general public. A person is considered a public servant upon their election, appointment, or designation as such, although they may not yet officially occupy that position.

Recuse – To remove or excuse oneself from participating in a specific action or discussion due to a conflict of interest. Recusal means to remove oneself completely from all further participation as a public servant in the matter in question. Public servants who have been recused shall immediately leave the room or shall seat themselves with the other members of the public at large who are present. When recused, public servants shall not participate in further discussions unless they clearly state for the record that they are doing so only as a general member of the public. A recused public official is effectively a member of the general public and shall not deliberate nor vote on the matter in question.

3. Code of Ethics

Public servants shall avoid conflicts of interest or even the appearance of a conflict of interest.

Public servants shall recuse themselves and shall not take part in the decision-making process of any matter before the town in which they have a personal or pecuniary interest. Members of the Planning Board and Zoning Board of Adjustment are further bound by the provisions of RSA 673:14.

Public servants shall not directly or indirectly solicit gifts or accept or receive any gift (whether in money, services, loans, travel, entertainment, hospitality, premises or in some other form), under circumstances in which it could be reasonably inferred that the gift was intended to influence them in the performance of their duties or was intended as a reward for any recommendation or decision on their part.

Public servants must not disclose or improperly use confidential information obtained in the course of their duties.

No public servant shall use town letterhead or stationary for any purpose other than official town business. Members of boards, committees, and commissions may only use town letterhead for purposes approved by their respective board, committee or commission.

No member of a board, committee, or commission shall speak on behalf of their respective board, committee or commission unless authorized to do so by their respective board, committee, or commission. This is not to suggest that individual members cannot speak publicly, but rather to emphasize that they should clearly state they are speaking only on their individual behalf and not represent himself or herself as speaking for the board, committee, or commission.

That we, the citizens of Brookline, New Hampshire, call upon our Town Boards, Commissions, Committees, Departments and Officials to adapt and adopt said Proposed Recommended Code of Ethics into its respective Bylaws, Rules, Policies and Operating Procedures. (This resolution is non-binding and represents no fiscal impact.)

18. To see if the Town will adopt the following: Pursuant to RSA 153:5 The Town of Brookline hereby adopts as a rule **NFPA 54 “National Fuel Gas Code”** 2001 edition, or the latest edition and **NFPA 31 “Standard for the Installation of Oil Burning Equipment”** 2001 edition, or the latest edition

Compliance Required

All persons causing to be installed or modifying, repairing or maintaining Oil or Gas burning equipment shall comply with the requirements of **NFPA 54 or NFPA 31**

Gas and Oil Burning Equipment Permit Approval Process

(A) Any person wishing to install or replace any Fuel Gas or Oil burning equipment and/or storage equipment tank within the Town of Brookline shall fill out a permit with either the Fire or Building inspector

1. The Location of Fuel Gas or Fuel Oil storage equipment tanks shall be noted with dimensions from (2) fixed points of the building or home included with the permit.

(B) Upon receipt of the properly filled out **Permit to Install and Operate Gas and Oil Burning equipment** the fire chief or his designee shall issue a temporary permit authorizing the installation.

(C) Upon completion of the installation the installer shall notify the Fire Inspector of such completion and request a final inspection of the installation. Provided that all applicable provisions of either NFPA 54 or NFPA 31 and the State Fire Code have been complied with, a permit to operate the equipment shall be issued by the Fire Inspector. The Fire Inspector may require the Installer to be present during this final inspection to answer any questions that may arise. When filled out properly, and the bottom signature block is filled in, the temporary permit becomes a permit to operate the equipment. A copy shall then be placed in both the Fire and Building Inspectors office.

(D) The fees for the permits and/or inspections herein shall be established by the Board of Selectmen and collected by the Building Inspector.

19. To see if the Town will vote to adopt the following Fire Alarm Ordinance for the Town of Brookline:

(1) *SCOPE*

This alarm ordinance is intended to set procedures for the installation, maintenance and operation of fire alarm systems in the Town of Brookline. Nothing in this Ordinance is meant to be restrictive as to provider, manufacturer or type of alarm system installed. In order for the Town of Brookline to provide an orderly and systematic response to alarms, there must be some degree of control as to the method of alerting and reliability of the alarm system.

A. This Ordinance applies to any automatic system that alerts fire personal to an alarm condition without actual voice communication between the person desiring the response and the Fire Department's dispatch center. This ordinance will also apply to fire alarm systems that are local in nature but are normally unattended and when sounding will bring a Fire Department response. When the fire alarm is the only initiator of a fire alarm the person desiring the response must have some degree of assurance that the alarm will be responded to in an appropriate manner and the Fire Dept must have some degree of assurance that the alarms are genuine and someone can be contacted to help with any problems that occur with resetting the system. For these and other reasons this alarm ordinance has been enacted for the general safety of life and property within the community.

B. The automatic dispatch of Fire personnel by means of an automatic fire alarm will require pre-approval, testing and a permit of the system to be installed. Communicated alarms that may cause the Fire Department to respond to a property when no one is present are also required to have a permit. The owners of an existing fire alarm system shall be required to file a permit without a fee charged and the system shall not be required to be reviewed by the Fire Department. All other provisions of this ordinance shall apply. Any property with a grandfathered fire alarm system will need to have the system approved, tested and permitted if the property is renovated, added on to, or a change of use occurs and a fee shall be due.

C. It is not the intention of this ordinance to instruct the Fire Department's Dispatch Center to ignore any non-approved fire alarm systems initiating a fire alarm. Should a non-approved system transmit an alarm requiring the response of the Brookline Fire Department under a false alarm condition, the user of said system shall be subject to the penalties as described elsewhere in this ordinance.

D. Where this ordinance is found to be inconsistent with RSA 370-A:2 or New Hampshire Department of Safety rule SAF-C 800 "Self Dialing Telephone Alarm System" adopted under RSA 541-A, and under the authority of RSA 21-P:14(II) (o), the state regulation shall have priority.

(2) Required Alarms

The Town of Brookline has adopted The IBC Building Code, NFPA 1 "FIRE PREVENTION CODE" NFPA 101 "LIFE SAFETY CODE" NFPA 13 "STANDARD FOR INSTALLATION OF SPRINKLER SYSTEMS" NFPA 70 "NATIONAL ELECTRICAL CODE" NFPA 30 "FLAMMABLE AND COMBUSTIBLE LIQUIDS CODE" NFPA 54 "NATIONAL FUEL GAS CODE" NFPA 31 "STANDARD FOR THE INSTALLATION OF OIL BURNING EQUIPMENT" as part of its building regulations. These codes require certain types of buildings or certain types of activities conducted within to have fire alarm systems installed. This paragraph relates to the required alarms dictated by the codes and makes no new mandate for alarms except those specifically stated in the adopted codes.

A. Any structure in which a business activity is conducted that is required by any code adopted by the State of New Hampshire and/or Town of Brookline to have a Fire Alarm System installed shall be required to have a properly operating "Direct Alarm, Central Station Alarm, or other suitable Fire Alarm" approved by the Fire Department for automatic response to a fire condition. The installed fire alarm shall be tested once annually for proper operation to be verified by the Brookline Fire Department.

B. All new Multi Family Dwellings, Mercantile, Industrial, Educational, Assembly, Day Care, Health Care, Lodging or Rooming Houses, Residential Board and Care and Business structures built in the Town of Brookline, and required by any codes adopted of the State of New Hampshire or the Town of Brookline to have a fire alarm system, shall be required to have a direct alarm, central station alarm or other suitable alarm approved by the Fire Department.

C. All Single or two family dwellings having a communicated fire alarm will be required to be permitted. Two family dwellings shall not be considered multi family dwellings for the purposes of this ordinance.

D. Any structure containing or having a process that produces hazardous materials shall be required to have a fire alarm system approved by the Brookline Fire Department. The final determination on whether a fire alarm is required or not will rest solely with the Fire Alarm Board.

(3) The Fire Alarm Board

The Fire Alarm Board shall consist of the Brookline Board of Fire Engineers. A minimum of 2 of the Fire Alarm Board members must be present at meetings for a quorum. This Board shall report to the town. Level of appeal is to the Fire Alarm Board.

(4) The Permit Process

The person wishing to install or having installed a fire alarm system shall do the following:

A. Completely and correctly fill out a Permit to Install a Fire Alarm form and have it signed by authorized personnel as directed by the Fire Alarm Board.

B. Upon completion of the installation, the installer shall contact the Fire Department to schedule a test of the fire alarm system. Upon a successful test of the system as determined by the Fire Inspector, the system will be brought online and registered with the Fire Dept and the Dispatch center.

C. Once the alarm system is registered, the property owner shall comply with all provisions of this ordinance unless a variance is granted by the Fire Alarm Board.

(5) Operating a Fire Alarm System without a Permit

It shall be unlawful for any person, or alarm user, to install, operate or allow the modification of a fire alarm system defined by the terms of this ordinance without first obtaining a permit as provided herein.

A. Any person, or alarm user, who does install, operate or cause to be modified a fire alarm system without a permit shall be subject to a penalty as defined under paragraph 12.

(6) Denial, Suspension or Revocation of Permit

Failure to comply with any of the provisions of this ordinance may constitute grounds for denial of a fire alarm permit.

A. After the Brookline Fire Department has responded to 3 false alarms within a consecutive 12 month period, the Fire Inspector shall notify the property owner or party responsible for the alarm in writing of this fact, and require that the responsible party submit a report within ten (10) business days of said notice, detailing the efforts under taken to correct the cause or causes of the false alarms. If the user fails to submit such a report in writing within ten (10) business days the Fire Inspector may suspend the user's permit.

B. If the alarm user submits a report, as required, but the Fire Inspector determines that the report is unsatisfactory or that the alarm user has failed to show by the report that they have taken, or will take reasonable steps to eliminate or reduce the false alarms transmitted; the Fire Inspector may suspend the user's permit.

C. Upon written notice pursuant to sub paragraph A or B above, the alarm user may request a hearing before the Fire Alarm Board. Such a request for a hearing must be received within ten (10) business days from the time the Fire Inspector suspends the permit. The request must be in writing and include the reasons why a suspension should not take place. If such a request is made, a hearing shall be granted and the user may bring what ever evidence or documentation they feel they need to present in front of the Fire Alarm Board and the Fire Alarm Board shall issue a ruling within ten (10) business days.

D. An alarm user whose permit has been revoked or suspended is not prohibited by this ordinance from applying for a new permit. However the Fire Inspector is not required to issue a

new permit unless he is satisfied that the user's new system has none of the flaws that caused the previous system to malfunction.

E. An alarm user whose permit has been revoked or suspended may have reasonable restrictions and conditions imposed upon any subsequent permit or upon any reinstatement of a permit. These restrictions shall be documented with a copy kept by the fire department and a copy given to the alarm user.

F. The penalties, sanctions and procedures set forth are not intended to preclude the Town or its code enforcement officials from taking any other actions that they are legally entitled to take under any other existing applicable codes, regulations, statutes or laws.

(7) Keeping and/or Surrender of an Alarm Permit

All fire alarm users to whom a permit has been issued under this ordinance shall keep the permit within the protected premises for which the permit was issued.

A. Any alarm permit issued under this ordinance shall be made available for inspection, suspension and/or revocation purposes upon demand of the Fire Inspector or Fire Alarm Board.

(8) Operating a Fire Alarm after Revocation

Any Alarm user who after having a permit revoked or suspended and after exhausting their right to a hearing, fails to have the alarm repaired or replaced shall be subject to penalties as defined in paragraph 9

(9) False Alarms from Non Permitted and Permitted Fire Alarms.

Any alarm user who by the use of a non permitted or non registered fire alarm causes the emergency response of fire personal and/or apparatus under a "false alarm" shall be required to obtain a permit or register their alarm within 5 business days or be subject to a \$100 service charge for each false alarm response after the 5 day period is over. After obtaining the required permit, all other aspects of this ordinance shall apply including the time line to fix any problem which caused the false alarm.

A. Any Permitted Fire Alarm that causes a response of Fire personnel and/or Apparatus due to a false alarm occurring 3 times within any consecutive 12 month period will be subject to a \$100 service charge for each and every response after the 3rd, up to and including the 5th false alarm. Any false alarm after 5 false alarms in any consecutive 12 month period shall be subject to a \$300 service fee for each and every response after the 5th. The alarm user is also subject to the other requirements of this ordinance.

(10) Appeal of Penalties

Any alarm permit holder may appeal any false alarm service charges, in writing to the Fire Alarm Board "in care of" the Brookline Fire Department within ten (10) days after the receipt of the notice of the penalty.

A. The Fire Alarm Board may waive any and all service charges in its discretion.

(11) Liability to Town of Brookline

The Hollis Communication Center shall take every reasonable precaution to assure that the emergency alarm signals and prerecorded alarm messages received by the Hollis Communication Center are given the appropriate attention and are acted upon with dispatch. Nevertheless, neither the Town of Brookline nor The Brookline Fire Department shall be liable for any defects in the operation of emergency alarm devices or for any delay in our response due to these defects.

(12) Failure to Comply

The failure to comply with any required provisions of this ordinance shall be a prosecutable offense for violation of local ordinances. Buildings required to have alarm systems which fail to comply within ten (10) business days after receiving written notice from the Alarm Board may be charged with a violation of this ordinance. Each day of non compliance will be treated as a separate violation.

(13) Billing and Fees

Notices of amounts due for fines and or service charges shall originate from the fire department. All checks shall be made out to the Town of Brookline.

(14) Violations of Ordinance

This ordinance is adopted under the provisions of RSA 31:39, RSA 154 and RSA 153:5. Under this RSA Brookline may enforce the observation of its by-laws by suitable penalties not to exceed One Thousand Dollars (\$1000.00) for each offence to insure to such use as the Town of Brookline may direct. A violation of this ordinance shall be deemed a violation under RSA 31:39 (III).

(15) Records

Any and all records will be kept according to RSA 91 A.

(16) Severability

If any portion of this ordinance is determined, by any court of competent jurisdiction, to be illegal invalid or unconstitutional for any reason, such determination shall not affect the balance of the ordinance which, absent of any such similar finding, shall remain in full force. If approved, this Ordinance will have an effective date of April 1, 2005.

20. To see if the Town will vote to accept the following legacies:

1. The sum of \$3,600 for the perpetual care of the Lavery Lot #343 in Pine Grove Cemetery;
2. The sum of \$300 for the perpetual care of the Kohli Lot #341A in Pine Grove Cemetery.
3. The sum of \$1,800 for the perpetual care of the Maylin Lot #348 in Pine Grove Cemetery.
4. The sum of \$200 for the perpetual care of the Ingraham Lot #270 in Pine Grove Cemetery.

21. **(By Petition)** To see if the Town of Brookline will vote to increase the Board of Selectmen from three members to five members effective March 2006. One of those additional members will be elected for a one year term and the other for a two year term. Thereafter the added members will serve for a term of three years.

22. To transact any other business that may legally come before said meeting.

23. **Withdrawn, planning board Amendment No. 1**

24. **(By Ballot)** Are you in favor of the adoption of **Amendment No. 2** as proposed by the Planning Board for the Town of Brookline Zoning Ordinance as follows?

AMEND Section 1400.00, *Growth Management Ordinance*, to adopt a comprehensive update replacing the existing text.

This amendment simplifies many of the existing provisions and clarifies the number of building permits available to approved subdivisions in a calendar year. The overall intent of the existing ordinance is maintained.

This Planning Board approves of this amendment 5-0.

25. **(By Ballot)** Are you in favor of the adoption of **Amendment No. 3** as proposed by the Planning Board for the Town of Brookline Zoning Ordinance as follows?

AMEND Section 1600.00, *Sign Ordinance*, to adopt a comprehensive update replacing the existing text.

This amendment updates the sign ordinance to preserve the aesthetic and rural character of the Town while maintaining highway safety and allowing reasonably positioned and sized signs to advertise local businesses, attractions and events. The ordinance would allow a greater square footage of sign but prohibit electronic message boards, video display panels and moving, blinking and rotating signs.

This Planning Board approves of this amendment 5-0.

26. **(By Ballot)** Are you in favor of the adoption of **Amendment No. 4** as proposed by the Planning Board for the Town of Brookline Zoning Ordinance as follows?

AMEND Section 2100.00, *Impact Fees*, to replace the definition in section 2101.02, *Off-site Improvement/Exaction*, to match State statute; to clarify section 2105.01, *Ability to assess off-site improvements/exactions*, by replacing "shall" with "may" regarding the requirement of providing a study to the Planning Board identifying the proportionate share of costs; to clarify section 2106.02, *Assessment*, that impact fees are assessed at the time of subdivision or site plan approval, to maintain compliance with amended State statutes and recent case law; and to remove and reserve section 2106.03, *Security*.

This Planning Board approves of this amendment 5-0.

Given under our hands and seal this seventh (7th) day of February, in the year of our Lord Two Thousand and Five

Linda A Saari

Clarence L Farwell

Robert M Parodi

Selectmen of Brookline

A True Copy of Warrant, attest:

Linda A Saari, Chairman

Clarence L Farwell

Robert M Parodi

It is our practice to recess at 11:00 pm; however, we will continue if it appears that the meeting will not extend beyond 12:00.

Brookline Planning Board

Proposed Zoning Amendments

March 8, 2005 Ballot

1. Section 300.03 – Building Code

withdrawn.

2. Section 1400.00 – Growth Management Ordinance

1401.00 Purpose

1401.01 Based on the Master Plan, which assesses and balances community development needs and considers regional development needs, the following Ordinance is deemed necessary to manage the rate of growth in the Town for the following reasons:

The Town of Brookline has had a Growth Limitation Ordinance in place in recent years which combined a feature which controlled the issuance of building permits together with a conscious effort to impose phasing requirements as a condition of subdivision approval. Both of these mechanisms were necessary to address the growth issue in view of the inventory of existing lots. As part of the Town's continuing effort to review growth issues and to determine the efficacy or necessity of particular growth control regulations, the Town believes that it is now reasonable to replace the previously existing building permit limitation which provided for growth management, with a regulation that seeks to distribute the impact of any new subdivision over a period of time that will allow the Town to react to the provision of services occasioned by such development in a controlled and reasonable manner and to plan for those impacts in an orderly way. Accordingly, the purpose of this ordinance is to provide a mechanism which imposes a requirement of phasing as a condition of subdivision approval in a consistent and orderly manner, in order to:

- a. Promote public health, safety, convenience, welfare, and prosperity;
- b. Ensure that adequate and appropriate facilities are available to individuals who may come to be located in the Town of Brookline, New Hampshire, and allow the Town the opportunity to absorb increases in Town services in an orderly way;
- c. Prevent scattered or premature development of land as would involve danger or injury to health, safety, or prosperity by reason of the lack of drainage, transportation, schools, fire protection or other public services, or necessitate the excessive expenditure of public funds for the supply of such services;
- d. Provide for the harmonious development of the municipality and its environs; and
- e. Insure that Brookline does not receive more than its fair share of the regional population growth. As shown in the Master Plan, Brookline is growing faster in recent years than most of the communities in the Nashua region.

1401.02 Providing for the phasing of all future subdivision approvals serves the Master Plan directed goal of allowing the Town a sufficient amount of time to plan for school and municipal expansions occasioned thereby.

1402.00 *Authority*

This ordinance is adopted as an Innovative Zoning Provision as provided for in RSA 674:21 (1)(b).

1403.00 *Application*

This article only applies to those lots shown on subdivision plans accepted by the Planning Board after November 24, 1993.

1404.00 *Definitions*

1404.01 Building Permit. A building permit obtained for the construction of a new single family home or duplex. (A duplex requires only one building permit). This Ordinance does not apply to non-residential building permits or permits for expansion or alteration of existing structures.

1404.02 Calendar Year. January 1 to December 31.

1405.00 *Effective Date*

This Ordinance will not become effective until January 1, 1994.

1406.00 *Annual Review and Minimum Permits Available*

1406.01 Annual Review

The growth rate which the Town has attempted to achieve in recent years has been a 3% growth rate based on the number of dwellings that were in existence on November 30th of any given year. This growth rate has been based on an analysis of the appropriate factors as required by law. This ordinance seeks to create an objective standard for phasing which considers the size of the subdivision and allows for a phased build out, depending on the number of lots in the subdivision, which standards are set forth in the table and rules contained in the following sections. While the process contained herein does not correlate directly with the intended growth rate, it is the intent and desire of the Town that this rate of growth be maintained as nearly as possible in future years. To that end, this ordinance will be reviewed annually by the Planning Board in order to determine the extent to which that goal was achieved and in the event that modifications in the table or regulations are necessary to accomplish said goal, the planning board is directed to present appropriate modifications for the consideration of the voters at future meetings, in accordance with the process set forth in § 1407, below.

1406.02 Minimum Permits.

The intent of this section is to ensure that each developer will be assured a number of permits that is appropriate to the size of his/her subdivision and investment. The intent of this section is also to ensure that each subdivision receive a building permit, not for a subdivider to create small subdivisions or to sell off individual lots circumventing the purpose of this Ordinance.

# of new building lots	Year One	Year Two	Year Three	Year Four	Year Five	Year Six	Year Seven	Year Eight	Year Nine	Year Ten	Year Eleven +
Less than 10	1 *	1	1	1	1	1	1	1	1		
10 - 19	2 *	2	2	2	2	2	2	2	2	1	
20 - 29	3 *	3	3	3	3	3	3	3	3	2	
30 - 39	4 *	4	4	4	4	4	4	4	4	3	
40 +	5 *	5	5	5	5	5	5	5	5	5	5

Notes: This table shows the number of building permits available for various size subdivisions for the years following Brookline Planning Board approval. Year One denotes the year in which the subdivision was approved by the Brookline Planning Board. * If there is no house on the original pre-existing undeveloped buildable lot (parent parcel), then an additional building permit is available the first year. The example provided for a subdivision of "Less than 10" lots is for a 9-lot subdivision. The other above examples provided are for the maximum size subdivision in each category (19, 29 and 39 lots, respectively) so as to illustrate the full build-out period for subdivisions in each size range. A 55-lot subdivision is illustrated for the "40+" size category. If more than 55 lots are involved, either a maximum of five or the remaining number of permits, whichever is less, are available in subsequent years until the total number of permits available in the subdivision is issued.

- a. Each subdivision may receive their building permit allocation at any time during the calendar year as illustrated in the table above.
- b. A subdivision may bank and carry over a maximum of one year's building permit allocations to the next calendar year. Any allocation that is carried over from the first year and not used by the end of the second year is postponed to the end of the subdivision buildout.

The following examples are meant to help understand the intent of this section. The ability to hold permits and carry them over one (1) year may make capital expenditures, such as road construction, more affordable. It is not intended to allow additional permits to be issued, or more than the maximum of two (2) year's permits to be issued in any calendar year. The carry over may be exercised multiple times, however, Example 3 demonstrates the risk of miscalculating.

(Example 1) A 29-lot subdivision would be eligible for a maximum of three (3) building permits in a calendar year. If the developer chose to hold these permits until the following calendar year, there would then be a maximum of six (6) building permits available. If the entire six (6) available permits were used, the following calendar year there would only be three (3) permits available. The result of a carry over can never exceed a total of two (2) year's available permits, in this example six (6) permits.

(Example 2) On a 29-lot subdivision, the developer has carried his maximum number of permits for the first year, three (3), over to the second year. There are now six (6) permits available. The developer only uses four (4) permits in the second year. There are now five (5) permits available in the third year – two (2) carried over from the previous year and three (3) permits available for the calendar year. Any portion of a previous year's permits may be carried over to the following calendar year up to the maximum permits allowed in a two-year period.

(Example 3) On a 29-lot subdivision, the developer carried over his maximum number of permits for the first year, three (3), over to the second year. There are now six (6) permits available. The developer only uses one (1) permit, leaving five (5) unused permits for the second year. The developer may only carry over three (3) permits to the third year. The maximum number of permits that can be carried over

to the following calendar year is three (3). In this example, two (2) permits were deferred to the end of the subdivision buildout period because of a failure to use the permits in earlier years.

1406.07 *Expiration.* A building permit expires and becomes invalid if construction, which is deemed to be installation of footing and foundation, has not started within six (6) months from the date of issuance (as explained in the Brookline Building Code).

1406.08 *Transferability.* A lot can be transferred with or without a building permit. Building permits are tied to lots and cannot be transferred between lots.

1407.00 *Sunset Clause*

This article expires at Town Meeting 2008, unless the following occurs:

An annual review by the Planning Board to determine if the population and growth data, in conjunction with the CIP, justifies the continued application of this Ordinance. If, after making findings, the Board feels that this article is no longer appropriate, it is no longer effective. If, after making findings, the Board feels that this article is both appropriate and necessary to meet the purposes outlined above, this article would be effective for another year, when another annual review shall occur.

3. Section 1600.00 – Sign Ordinance

1601.00 *Purpose and Intent*

The purpose of this Ordinance is:

- a) To preserve the aesthetics and rural character of Brookline.
- b) To enhance traffic safety.
- c) To encourage signage and lighting which aid communication, orientation, identify activities, and express local history and character.

1602.00 *General Provisions*

1602.01 *Sign Permits.* Unless specifically exempted or otherwise regulated in this ordinance, a permit is required for all permanent signs.

1602.02 *Application.* Any person intending to erect or make a major alteration to a sign shall, before doing so, obtain a permit from the Building Inspector. Repairs, general upkeep, and minor alterations of wording and graphics shall be exempt from the permit process.

Applicants shall submit design documents that include:

- a) A scale drawing of the proposed sign, showing size, height, lighting, and single or double sided.
- b) All proposed materials shall be indicated, including the support system configuration and design.
- c) The location of the proposed sign on the lot shall be included, showing all dimensions and measurements to property lot lines, principal building, edge of roadways and other permanent structures.

Permit fees shall be established by the Board of Selectmen and paid upon application.

1602.03 Administration.

a) Reviews

- 1) The Building Inspector shall review and act upon all applications for sign permits and amendments thereto, within 5 working days after filing. If the application or amendment conforms to the Sign Ordinance and is complete, the Building Inspector shall issue the sign permit. If the application or amendment does not conform or is not complete, the Building Inspector shall notify the applicant in writing, stating any deficiencies and advising the applicant of the right to amend and resubmit the application.
- 2) Any permit issued shall become invalid if the sign is not erected within 6 months after the date of issuance.

b) Appeal

Any applicant or agent who has been denied a sign permit or otherwise aggrieved may appeal such decision to the Zoning Board of Adjustment as set forth in RSA 676:5 or ZBA Rules of Procedures.

c) Violations

Violations of this Ordinance shall be subject to fines and penalties as specified in N.H. R.S.A. 676 and as may be amended.

1602.04 Exempt Signs. The following signs are except from this ordinance but must comply with other applicable State Regulations:

- a) Political signs.
- b) Event Specific signs for non-profit organizations.
- c) Historical signs/plaques.
- d) Trail signs.

1602.05 Trades signs. Trades people shall be allowed one temporary sign not to exceed 16 square feet on a property without a permit while their work is actively being performed on the property.

1602.06 Real Estate Signs. Without review or approval, any sign advertising the sale, lease or rental of the premises, or a portion thereof, upon which the sign is located can remain until 15 days after the closing of the sale, the rental or lease of the premises. Any sign must conform to the following standards:

- a. Only one wall or ground sign per premises, two on corner lots.
- b. Maximum area: 6 square feet for residential signs, 32 square feet for Commercial-industrial signs.
- c. Off-site real estate signs advertising the location of a property for sale, an open house or a subdivision are limited to one sign per intersection per real estate company. Name riders shall not be permitted on off premise signs. A maximum of two off premise for sale signs will be permitted for any particular property. In addition, two (2) open house signs may be displayed off site. In the case of

subdivision marketing and multiple listings by a real estate company, a maximum of two (2) off premise signs will be permitted.

1602.07 Subdivision Signs. Signs associated with the development, construction, and financing of a subdivision are allowed only with Planning Board approval. Permits are not required.

1602.08 Prohibited Signs

- 1) Wall signs that extend above the roof peak of the building.
- 2) Moving, blinking and rotating signs that interfere obstruct or impair vision or traffic or in any manner create a hazard to the health and welfare to the general public.
- 3) Signs in the road right-of-way.
- 4) Any other signs that interfere obstruct or impair vision or traffic or in any manner create a hazard to the health and welfare to the general public.
- 5) Electronic message boards, video display panels or other electronic matrix display devices.

1602.09 Grandfather Clause. Signs which legally exist as of March 9, 2005 shall be considered exempt from the provisions of this article.

1603.00 General Sign Requirements

1603.01 Design guidelines. All signs shall be constructed of durable material and maintained in good condition at all times. Signs should complement the building on which they are located and add to the community image as a whole. Materials, color, lettering, and shape should be compatible with surrounding building materials, colors, and textures. Use of sandblasted, carved, or painted signs of traditional materials, such as wood, granite, or metal, is encouraged.

1603.02 Lighting. Lighting for the Commercial/Industrial district as well as Residential Home Businesses shall comply with the Lighting ordinance (Section 2300) as well as any requirements in this ordinance.

1603.03 Signs such as banners, sandwich boards, reader boards and alike shall be calculated within the total allowed square footage.

1603.04 Supporting structure. Size of supporting structure and framework not containing the signs are not included in computation of signs size.

1604.00 Residential District Requirements

1604.01 Number. Approved home businesses are allowed one sign per street or road on which they have frontage.

1604.02 Size. Total square footage of signs shall be 25 square feet or less, with individual signs not exceeding 16 square feet. On two-sided signs, only one side is used to compute the sign's area.

1604.03 Height. Signs shall not exceed 8 feet in height. This is measured from the top of the sign to the surrounding grade of the ground.

1604.04 Lighting.

- a) Internally lit signs are not allowed.
- b) Bottom mounted sign lighting shall not be used.
- c) Hours of sign lighting must not exceed the hours of operation.

1605.00 Commercial/Industrial District Requirements

1605.01 Requirements.

- a) Commercial and industrial buildings are allowed multiple signs with a total area not to exceed 64 square feet per building, including buildings with multiple occupants.
- b) On two-sided signs, only one side is used to compute the sign's area.
- c) Fascia or awning signs shall not exceed 35% of the building length occupied by the applicant and not more than 2 feet in height.
- d) Free standing signs shall not exceed 20 feet in height. This is measured from the top of the sign to the surrounding grade of the ground.
- e) Internally lit signs are permitted in the Industrial/Commercial district, but shall not create a nuisance or excessive glow/glare.

1606.00 Off-Premise Signs

The purpose of this section is to allow permanent, off-premise signs to provide direction to businesses and points of interest.

1606.01 Size. Off-premise signs shall conform to the following dimensions: 30 inches wide, 8 inches high. Letter size shall be a minimum of 3 inches and a maximum of 4 inches in height.

1606.02 Number. No more than one off-premise sign is allowed per lot in the residential district, and no more than one sign per 100 feet of lot frontage in the commercial-industrial district.

1607.00 Sign Master Plan

1607.01 Intent. For some developments in the Industrial-Commercial District, the standard sign regulations may not provide a solution that accommodates the needs of the public and businesses. In these cases, an individual master plan that supports the goals of this ordinance may be an improved solution.

1607.02 Qualifications. Within the Commercial-Industrial District, a Sign Master Plan may be adopted if any of the following condition apply:
3 or more contiguous commercial or industrial units in a development.

1607.03 Requirements. Development of a sign master plan shall be governed by the general sign ordinance, as modified by specifications of this section. The master plan shall include placement, design, color coordination, visibility, messages, and compatibility with the general design of the development.

- a) Each Master Planned development shall meet all requirements of the Commercial-Industrial district, except that the signage shall be 80 square feet maximum. Informational and directional signage, with the exception of uniform traffic control devices, shall be consistent with the general sign design of the development and is exempt from the sign area calculation provided it does not contain advertising and shall be no more than 2 square feet.

- b) Groups of related signs are encouraged to express uniformity, create a harmonious appearance, and provide a visual and aesthetic coordination of the information presented to the public.
- c) Height and physical placement should be consistent through out the master planned area.

1607.04 Approval process. The sign master plan, including a site plan shall be reviewed by the Planning Board at a public hearing. The approved Master Plan shall be submitted to the Building Inspector for a permit.

4. Section 2100.00 - Impact Fee Ordinance

(Word(s) removed) – Word(s) added

Section 2102.02, Definition of Off-Site Improvement / Exaction, new definition which will reflect the new RSAs 674:21-V(j): “Those improvements that are necessitated by a development but which are located outside the boundaries of the property that is subject to a subdivision plat or site plan approval by the Planning Board. Such off-site improvements shall be limited to any necessary highway, drainage and sewer and water upgrades pertinent to that development.”

Section 2105.01, Ability to assess of site improvements / exactions

An improvement that is required by the Planning Board for either a site plan or subdivision that is necessary for the project to operate properly (*on the day it opens*) shall be considered to be an off site improvement or exaction. Off site improvements for site specific applications shall be assessed on a case by case basis and shall be in addition to other impact fees imposed pursuant to this ordinance. The applicant (*may*) shall be assessed their proportionate share for the need for the project. In cases where it is determined that such an improvement is necessary for the proper functioning of the project, the Planning Board shall so notify the applicant and the applicant (*may*) shall be required to present to the Board a study which identifies the proportionate share of the cost of such improvement that the applicant’s project necessitates (...).

Section 2106.02, Assessment

All impact fees imposed pursuant to this section shall be assessed prior to, or as a condition for, the issuance of a building permit or other appropriate permission to proceed with development, as determined by the Planning Board. The amount of the impact fee to be imposed is that which is in place at the time of subdivision or site plan approval.

Section 2106.03, Security

The content was entirely removed: *(In the interim between assessment and collection, the Planning board may require developers to post bonds, issue letters of credit, accept liens, or otherwise, provide suitable measures of security so as to guarantee future payment of assessed impact fees)*

Section 2106.03 will be reserved.

Brookline 2005-2010 Capital Improvements Plan

Chairman - Frank Lukovits (Planning Board)

Linda Saari (Board of Selectmen)

James McElroy & Betty Hall (Alternating Members

Tim Hale (Coop Budget Committee)

Ernie Hudzic (At-Large)

Bev Lynch (Recreation Commission)

Vice-Chair – Lorna Spargo (At-Large)

Secretary – Jim Murphy (At-Large)

from the Finance Committee)

Paul Schaefer (Planning Board)

Paul Noah (Conservation Commission)

Tom Flaherty (Brookline School Board)

The preparation and adoption of a Capital Improvements Plan (CIP) is an important part of Brookline's planning process. A CIP aims to recognize and resolve deficiencies in existing public facilities and anticipate and meet future demand for capital facilities. Over the six year period considered by the CIP, it shows how the Town should plan to expand or renovate facilities and services to meet the demands of population and businesses.

A CIP is an **advisory document** that can serve a number of purposes, among them:

- a) guide to the selectmen and Finance/Budget Committees in the annual budgeting process;
- b) contribute to stabilizing the Town's property tax rate;
- c) aid in the prioritization and coordination of various municipal improvements;
- d) inform residents, business owners and developers of planned improvements;
- e) provide a necessary legal basis for developing and administering a Growth Ordinance;
- f) provide a necessary legal basis for developing and administering an Impact Fee system.

Copies of the 2005-2010 CIP are available at town hall and also on the Town's website. Residents are encouraged to attend meetings and read the final report to see what plans are on the horizon and what recommendations the CIP Committee has made to various departments. The Committee generally invites two members of the public to join us as members each year. Residents interested in serving as a member of this Committee are asked to contact the Planning Board

2005-2010 CONCLUSIONS AND RECOMMENDATIONS

The program of capital expenditures contained herein provides a guide to predict and regulate the budgeting and the development of Brookline public facilities and other capital expenditures. The Planning Board, through the Capital Improvements Committee (CIC), reviews and updates the Capital Improvements Plan (CIP) each year prior to budget deliberations. The CIP may be modified each year based on changes in Town needs and priorities.

The Capital Improvements Committee desires to increase the predictability and regularity in how projects are planned, evaluating their fiscal impacts and the returns on investments of public funds in capital facilities replacement and development. The CIC would like to see both the Finance Committee and the Board of Selectmen continually evaluate what length of bonds and leases (3 years, 5 years, 10, 20...) to enter into based on current interest rates, other planned expenditures and other debt service which may be coming off the books, in order that we maintain as even a tax rate as possible.

Proper planning for the future, while improving tremendously in some departments, is still lacking in others. There are several large capital projects contained in this report that are not effectively being planned far enough in advance. As outlined in the Brookline Zoning Ordinance (section 2104.00), the CIC is charged with making a recommendation to the Planning Board each year on which projects the town should consider collecting Impact Fees. Some of the projects contained in this report could be

Brookline 2005-2010 Capital Improvements Plan (cont'd)

potential candidates for the collection of Impact Fees imposed on new development, but because they have not been properly defined or researched, the CIC is reluctant to make that recommendation to the Planning Board. In order to begin collecting an Impact Fee on a future project, the Capital Improvements Committee and the Planning Board must be confident that the project has been thoroughly researched and that there is a very strong likelihood that the project will be started within the next six years (the legal timeline for collected Impact Fees to be expended before they must be refunded). While some departments are doing an exceptional job in future planning, the CIC is left with the impression that others are only effectively looking at the next one to two years ahead, or worse, that we are left with the impression that some longer term projects (5-6 years) aren't being properly planned until near term projects are approved. Some of these projects are submitted to us with little or no background information whatsoever.

The Capital Improvements Committee would like to make the following recommendations:

Fire Department

- That on larger purchases such as fire trucks, that the Town considers a 5-year lease rather than a 3-year lease.
- That the Fire Dept. review the latest Brookline population projections and determine how many pieces of apparatus may be appropriate for our town in the future.

Town Government/Facilities

- That the Town considers establishing a Capital Reserve Fund to offset future purchases.
- That an amount of \$5,000 be set aside this coming year to assist in the study of a new or expanded library.

Highways

- That the Road Agent works on a long term Road and Bridge Plan (including sidewalks). If properly outlined, this plan could potentially result in the collection of an Impact Fee imposed on new development within town.

Recreation

- That the Recreation Committee works with both the Facilities Committee and the Planning Board in working on their long term strategy and projects, whether it is for additional future recreation fields, community center, etc. These projects need to be better defined and planned for the future. There are entries in the current Brookline Master Plan that could assist in this planning. Improvements in the planning for our towns recreation needs could potentially result in the establishment of a Recreation Impact Fee to offset the cost of future planned projects on existing town residents.

Coop Schools

- That the Coop School District does a better job of planning for the longer term. Little or no supporting documentation have accompanied the Coop's CIP project submissions.
- The CIC is concerned about the reason that an addition to the Coop High School is not being planned until 2010 when projections show we will be over capacity in 3-4 years. This project is a very likely candidate for an Impact Fee, but its lack of research or at the least, the lack of a proper project submission to the CIC, prevents us from making that recommendation.

Brookline 2005-2010 Capital Improvements Plan (cont'd)

Brookline Schools

- That the Brookline School District does a better job of planning for the longer term. Little or no supporting documentation have accompanied the BSB's CIP project submissions.
- The CIC received no follow up information from the Brookline School Board despite our request. As a result, every project submitted by the BSB was rated as "Research". Update: minor additional information was received from the BSB after the publishing of this report.
- Two years ago, the BSB indicated that the gym floor at RMMS needed to be replaced and that many injuries result from people using the floor. Despite the CIC asking, we are unable to determine why this project has been dropped from the CIP.

All Departments

- That all departments work on effectively planning for the future on an ongoing basis, rather than waiting for the yearly Capital Improvements Plan submission forms to be delivered each spring. The CIC is still struggling with departments who tell us that they need our forms two months earlier (April, rather than June) to plan for the next six years.

Planning Board

- That the Brookline Planning Board considers establishing an Impact Fee for the recently approved renovations to the HB Coop Middle School.
- That the Brookline Planning Board consider establishing an Impact Fee for the future addition to the Safety Complex for the Brookline Police Dept.
- That the Capital Improvements Committee work with the Finance Committee to determine what debt service is coming off the books each year. This will enable the CIC to make better recommendations on what timeframe items should be financed for and what year they should be considered for implementation.
- That the Capital Improvements Committee continue to explore additional ways of stressing the importance of the CIP to all departments and the public in the hope that project submissions are presented to us in a more complete manner. A brief presentation at town meeting regarding the CIP may be a good step in that direction.

Significant Proposed Future Projects (2006-2010)

2006 – Fire Department – New Forestry Tanker - \$220,000
2007 – Brookline Schools – CSDA Addition - \$1,000,000
2008 – General Gov't Bldgs. – Police Add-on to Safety Complex - \$1,000,000
2009* – Fire Department – New Fire Truck - \$375,000 (*possibly later than 2009)
2009 – Ambulance Dept. – New Ambulance - \$150,000
2010 – Coop Schools – Possible High School Expansion - \$4,000,000
Each Year – Conservation Commission – Land Acquisition - \$500,000 each year
Year TBD – Library – Library Expansion – Cost TBD.

Budget of the Town of Brookline NH

**Appropriations and Estimates of Revenue
For the Ensuing Year**

January 1, 2005 - December 31, 2005

	Appropriated 2004	Expended 2004	Gross Proposed 2005
General Government			
Executive	\$137,050	\$134,920	\$144,200
Election, Reg. & Vit. Statistics	\$6,675	\$6,514	\$3,175
Financial Administration	\$109,078	\$107,191	\$110,600
Revaluation of Property	\$16,000	\$14,121	\$16,771
Legal Expenses	\$10,000	\$15,256	\$12,000
Personnel Administration	\$219,558	\$217,728	\$236,125
Planning & Zoning	\$49,554	\$53,984	\$58,678
General Government Buildings	\$94,198	\$86,198	\$111,326
Cemeteries	\$16,000	\$16,000	\$16,000
Insurance	\$48,850	\$50,076	\$49,777
Advertising & Reg. Ass'n	\$2,840	\$2,840	\$2,985
Cable Access	\$11,200	\$7,654	\$12,610
Public Safety			
Police Department	\$501,844	\$502,646	\$520,386
Ambulance Service	\$100,961	\$94,983	\$153,493
Fire Department	\$172,400	\$179,838	\$195,545
Building Inspection	\$20,426	\$20,271	\$35,715
Emergency Management	\$10,323	\$9,677	\$10,534
Communication Center	\$81,900	\$81,528	\$84,300
Highways & Streets			
Highways & Streets	\$410,000	\$431,243	\$517,000
Street Lighting	\$7,000	\$6,528	\$7,000
Sanitation			
Solid Waste Disposal	\$258,669	\$246,557	\$264,626
Health			
Pest Control	\$5,700	\$4,698	\$5,900
Health Agencies	\$13,545	\$13,545	\$13,145

Welfare			
Direct Assistance	\$9,000	\$7,593	\$9,000
Parks & Recreation			
Parks & Recreation	\$43,680	\$20,129	\$45,201
Library	\$134,110	\$134,110	\$150,681
Patriotic Purposes	\$1,000	\$621	\$1,000
Conservation			
Conservation Commission	\$13,653	\$13,653	\$17,602
Debt Service			
Principal-Long Term Bonds & Notes	\$255,000	\$255,000	\$250,000
Interest-Long Term Bonds & Notes	\$123,738	\$123,738	\$104,058
Total Operating Budget:	\$2,883,952	\$2,858,840	\$3,159,433
Capital Outlay			
Conservation Land, Art 2, Bond	\$500,000	\$0	
Modular Ambulance, 3 yr Lease, Art 7	\$42,385	\$0	
Ambulance, 2 Defibrillators, Art 8	\$34,334	\$34,334	
Ambulance Expend. Trust Fund, Art. 9	\$2,550	\$2,550	
Rd/Bridge Impr. Art 11(Rocky Pond Rd)	\$50,000	\$35,450	
Totals, including Warrant Articles	\$3,513,221	\$2,931,174	

The proposed 2005 budget does not include any warrant articles that may be approved at the 2005 Town Meeting

	Est. Revenue Revised 2004	Actual Revenue 2004	Estimated Revenue 2005
Sources of Revenue			
Yield Taxes	\$9,000	\$11,080	\$9,000
Interest & Penalties on Delinquent Taxes	\$30,500	\$30,630	\$30,000
Excavation Tax	\$3,500	\$3,498	\$3,500
Licenses, Permits & Fees			
Motor Vehicle Permit Fees	\$750,000	\$773,799	\$774,000
From State			
Shared Revenue	\$18,291	\$18,291	\$19,000
Meals & Rooms Tax	\$149,791	\$149,791	\$150,000
Highway Block Grant	\$97,509	\$97,509	\$98,000
Other (Rd. Toll, FEMA, etc.)	\$815	\$815	\$0
Charges for Services			
Income from Departments	\$210,000	\$265,491	\$234,395
Other Financing Sources			
Proceeds from Long Term Bonds & Notes	\$500,000	\$500,000	\$0
Miscellaneous Revenues			
Interest on Investments	\$21,000	\$19,267	\$19,000
Interfund Operating Transfers			
From Trust & Agency Funds	\$2,550	\$2,550	\$2,955
Unreserved Fund Balance	\$221,700	\$221,700	\$0
TOTAL REVENUES AND CREDITS	\$ 2,014,656	\$ 2,094,421	\$ 1,339,850

SUMMARY INVENTORY OF VALUATION - 2004

Value of Land Only	
Current Use (at current use values)	\$430,533
Discretionary Easement (at current use value)	\$2,796
Residential	\$142,808,500
Commercial/Industrial	\$4,928,800
Total of Taxable Land	\$148,170,629
Value of Buildings Only	
Residential	\$251,746,600
Manufactured Housing	\$1,069,200
Commercial/Industrial	\$12,247,400
Total of Taxable Buildings	\$265,063,200
Public Utilities	\$2,662,967
Valuation Before Exemptions	\$415,896,796
Blind Exemptions (3) \$15,000	\$45,000
Elderly Exemption (10) \$886,100	\$886,100
Net Valuations on Which Tax Rate for Municipal, County & Local Education Tax is Computed	\$414,965,696
Less Public Utilities	\$2,662,967
Net Valuation without utilities on which tax rate for state education is computed	\$412,302,729
Total Number of Acres Receiving Current Use	5,645.74
Number of Individuals Granted Elderly Exemptions in 2004	
6 @ \$ 70,000	
2 @ \$105,000	
2 @ \$140,000	

STATEMENT OF APPROPRIATIONS - 2004

Executive.....	\$137,050
Election, Registration & Vital Statistics.....	\$6,675
Financial Administration.....	\$109,078
Revaluation of Property.....	\$16,000
Legal Expenses.....	\$10,000
Personnel Administration.....	\$219,558
Planning and Zoning.....	\$49,554
General Government Buildings.....	\$94,198
Cemeteries.....	\$16,000
Insurance.....	\$48,850
Advertising & Regional Association.....	\$2,840
Cable Access Fund.....	\$11,200
Police Department.....	\$501,844
Ambulance.....	\$100,961
Modular Ambulance, 1 of 3 payments, Art. 7.....	\$42,385
Two 12-Lead Defibrillators, Art. 8.....	\$34,334
Ambulance Expendable Trust, Art. 9.....	\$2,550
Fire Department.....	\$172,400
Building Inspection.....	\$20,426
Emergency Management.....	\$10,323
Communication Center.....	\$81,900
Highways, Streets & Bridges.....	\$410,000
Road/Bridge Improvements, Art. 11.....	\$50,000
Street Lighting.....	\$7,000
Solid Waste Disposal.....	\$258,669
Pest Control.....	\$5,700
Health Agencies.....	\$13,545
Direct Assistance.....	\$9,000
Parks and Recreation.....	\$43,680
Library.....	\$134,110
Patriotic Purposes.....	\$1,000
Conservation Commission.....	\$13,653
Land Acquisition, Art. 2.....	\$500,000
Debt Service, Principal.....	\$255,000
Debt Service, Interest.....	\$123,738
 Total Appropriations.....	 \$3,513,221
 Less: Estimated Revenue and Credits:.....	 \$2,014,656
Taxes:	
Timber Tax.....	\$9,000
Interest on Delinquent Taxes.....	\$30,500
Excavation Tax.....	\$3,500
Motor Vehicle Permit Fees.....	\$750,000
From State:	
Shared Revenue.....	\$18,291
Meals & Rooms.....	\$149,791

Highway Block Grant.....	\$97,509
Other	\$815
Charges for Services:	
Income from Departments.....	\$210,000
Misc. Revenues:	
Interest on Deposits.....	\$21,000
Other Financing Sources	
Proceeds from Long Term Bonds & Notes.....	\$500,000
Interfund Operating Transfer in	
From Trust Funds, Art. 9.....	\$2,550
Unreserved Fund Balance.....	\$221,700
Total Revenues and Credits:.....	\$2,014,656
Appropriations.....	\$3,513,221
Less: Revenues.....	\$2,014,656
Less: Shared Revenues.....	\$9,170
Add: Overlay.....	\$38,990
War Service Credits.....	\$65,500
Net Town Appropriations:.....	\$1,593,885
Due to Local School.....	\$5,494,677
Due to Regional School.....	\$4,617,144
Less: Adequate Education Grant.....	-\$2,940,348
Less: State Education Taxes.....	-\$1,209,131
Net School Appropriations.....	\$5,962,342
Due to County.....	\$483,210
Less: Shared Revenue.....	-\$2,636
Net County Appropriation.....	\$480,574
Total Property Taxes Assessed.....	\$9,245,932
Less: War Service Credits.....	-\$65,500
Total Property Tax Commitment.....	\$9,180,432

Tax Rate for 2004: \$22.30 per thousand

Breakdown of 2004 Tax Rate;

Town	\$ 3.84
County	\$ 1.16
School	\$ 14.37
State	\$ 2.93

Total: \$22.30

2004 Report of the Board of Selectmen

Brookline continues to grow as do the efforts of the Town's employees, volunteers, Commissions and Boards to maintain a high level of service to its citizens while managing costs. Some of the accomplishments and notable events for 2004 included:

- Opening of the new Safety Complex facility on June 19, 2004 and the anticipated arrival of the new ambulance approved by the March 2004 Town Meeting.
- Completion of work on the former ambulance facility, now the Town Annex, for use by Police and Library for storage as well as a meeting room for Town use.
- Formation of a Health Insurance Study Committee that completed a report of alternatives which assisted the Selectmen in cost containment.
- The Selectmen were privileged to host Thomas I. Arnold, Jr. Day on July 31, 2004 to honor our Town Moderator as "Outstanding Citizen" and for his many years of service and dedication to Brookline and the State of NH. Tom, his family, Governor Craig Benson, numerous legislative leaders, other state and town officials and an outpouring of Brookline citizens attended the program held at the Brookline Ball Park. Tom has retired as NH State Representative and as Town Moderator.
- Peter Webb was appointed Town Moderator by the supervisors of the checklist.
- Completion and adoption of a new Police Public Relations Policy.
- Completion of work on a warrant article to be presented at the 2005 Town Meeting for a method to help pay for conservation land bonds while reducing the tax burden on our citizens.
- Formation of a combined Cable/Website Committee which has established a new cable bulletin board and an updated website that has public documents available on line.
- Formation of the Sign Ordinance Committee in conjunction with the Planning Board to update and propose a revised sign ordinance for presentation to the voters at the 2005 Town Meeting.
- Supported the initiation of a traffic study for Route 130.
- Acquisition of land by the Conservation Commission of additional land parcels of approximately 90 acres with monies from the Conservation Fund.
- Completion of negotiations on a three year Collective Bargaining Agreement with the Brookline Police Officers Association for presentation to the voters at the 2005 Town Meeting.
- Continuation of contract negotiations with Charter Communications in conjunction with the Cable Consortium Committee.
- Continuation of the Capital Improvements Committee and adoption of the 2004 Capital Improvements Plan by the Planning Board.
- Paving of the Town Hall and Fire Department parking areas was completed as well as a significant portion of Rocky Pond Road. Meetinghouse Hill sidewalks were started.
- The transfer station continued to charge fees for certain large and construction-related items and continued its focus on recycling in conjunction with the schools and the 4-H club.
- A contract with the Town of Hollis for dispatching services for the Town of Brookline was renewed.

- The mutual aid agreement and contract were updated to continue to provide ambulance service to and with the Town of Mason.
- Increase in the number of hours of cable access programming, especially public meetings and school events.
- Increase in the programs at the Library to accommodate the growing population. Additional staff hours and additional parking are being presented at the March 2005 Town Meeting.
- Approved upgrades to Dupaw Gould and Ben Farnsworth Roads.
- Continued improvements in policy documentation, including updates to the Personnel Plan and Appointments Policy, to aid future Boards with documentation of known practices.
- Participation in the Conflict of Interest Committee including the creation of the Recommended Code of Ethics policy.

Brookline enjoys indispensable services from its volunteers including the Ambulance Service, Fire Department, the Cable/Website Advisory Committee, the Cable Consortium, Planning Board, Zoning Board of Adjustment, Recreation Commission, Conservation Commission, Library Trustees, and Finance Committee. We thank all who are active in Youth Sports, the Library, the Fourth of July Parade and Fireworks, Christmas Tree Lighting, Old Home Days, October Eve and the Fishing Derby. We are fortunate to have the support of The Brookline Women's Club and Brookline Lion's Club for our community programs. The History Committee, Facilities Committee and Conflict of Interest Committee have been active during 2004. Thanks to these volunteers Brookline is a growing town that will always be a small town.

The Selectmen wish to recognize the efforts of Jerry Farwell for his continuing and dedicated service as Road Agent; Russ Heinselman for his continued and invaluable assistance with our computer systems and as Town Treasurer; Wes Whittier for serving as clerk of the works for the new ambulance facility; Deb Hillson, Peter Cook, and Patricia McCubrey of the Health Insurance Committee; Marcia Farwell, Jonathan King, Larry Rodman, Michelle Hakala and Bob Parodi of the Sign Ordinance Committee; Lynne Abt, James McElroy, David Partridge, Alan Rosenberg, and Chris St. George of the Cable/Website Committee; and Betty Hall, James McElroy, and Jack Flanagan, our Finance Committee members for assisting in the town budget process.

The Brookline Board of Selectmen also wishes to extend best wishes to Liz Eaton on her retirement as principal of Richard Maghakian Memorial School and thank her for many years of service to the children of our community.

Sadly, the Board acknowledges the passing of Dotty Cook, our oldest citizen at 104, Norman Homoleski, who served on the Fire Department, and Terence Denehy who served for many years on the Fire Department including as Fire Chief.

The Selectmen would like to express sincere gratitude to all of the members of the armed services both past and present.

Respectfully submitted,

Brookline Board of Selectmen

Linda A. Saari, Chair
 Clarence L. Farwell
 Robert M. Parodi

Comparative Statement of Appropriations
Fiscal Year Ending December 31, 2004

Title of Appropriation	2004 Appropriated	Receipts & Reimburse.	Total Amount Available	Expenditures	Unexpen. Bal. or Overdraft
Executive	\$137,050	\$1,849	\$138,899	\$134,920	\$3,979
Election, Registration & Vital Statistics	\$6,675	\$165	\$6,840	\$6,514	\$326
Financial Administration	\$109,078	\$23,746	\$132,824	\$107,191	\$25,633
Revaluation of Property	\$16,000	\$0	\$16,000	\$14,121	\$1,879
Legal Expense	\$10,000	\$3,297	\$13,297	\$15,256	-\$1,959
Personnel Administration	\$219,558	\$17,768	\$237,326	\$217,728	\$19,598
Planning & Zoning	\$49,554	\$34,143	\$83,697	\$53,984	\$29,713
General Government Buildings	\$94,198	\$0	\$94,198	\$86,198	\$8,000
Cemeteries	\$16,000	\$0	\$16,000	\$16,000	\$0
Insurance	\$48,850	\$551	\$49,401	\$50,076	-\$675
Advertising & Regional Association	\$2,840	\$0	\$2,840	\$2,840	\$0
Cable Access	\$11,200	\$30,562	\$41,762	\$7,654	\$34,108
Police Department	\$501,844	\$40,355	\$542,199	\$502,646	\$39,553
Ambulance Service	\$100,961	\$7,408	\$108,369	\$94,983	\$13,386
Fire Department	\$172,400	\$9,900	\$182,300	\$179,838	\$2,462
Communication Center	\$81,900	\$0	\$81,900	\$81,528	\$372
Building Inspection	\$20,426	\$46,331	\$66,757	\$20,271	\$46,486
Emergency Management	\$10,323	\$0	\$10,323	\$9,677	\$646
Highways, Streets & Bridges	\$410,000	\$11,966	\$421,966	\$431,243	-\$9,277
Street Lighting	\$7,000	\$0	\$7,000	\$6,528	\$472
Solid Waste Disposal	\$258,669	\$26,115	\$284,784	\$246,557	\$38,227
Pest Control	\$5,700	\$2,914	\$8,614	\$4,698	\$3,916
Health Agencies	\$13,545	\$0	\$13,545	\$13,545	\$0
Direct Assistance	\$9,000	\$0	\$9,000	\$7,593	\$1,407
Parks & Recreation	\$43,680	\$4,349	\$48,029	\$20,129	\$27,900
Library	\$134,110	\$0	\$134,110	\$134,110	\$0
Patriotic Purposes	\$1,000	\$0	\$1,000	\$621	\$379
Conservation Commission	\$13,653	\$4,887	\$18,540	\$13,653	\$4,887

Principal - Long Term Bonds	\$255,000	\$0	\$255,000	\$0
Interest - Long Term Bonds	\$123,738	\$0	\$123,738	\$0
Total operating budget:	\$2,883,952	\$266,306	\$3,150,258	\$291,418
Land Acquisition, Art. 2	\$500,000			\$0
Modular Ambulance, Art. 7	\$42,385			\$0
Two Lead Defibrillators, Art. 8	\$34,334			\$34,334
Ambulance Expendable Trust, Art. 9	\$2,550			\$2,550
Road/Bridge Improvements, Art. 11	\$50,000			\$35,450
Totals including warrant articles:	\$3,513,221			\$2,931,174

Combined Balance Sheet
All Fund Types and Account Group
December 31, 2003 (Audited)

<u>ASSETS AND OTHER DEBITS</u>	<u>Governmental Fund Types</u>			<u>Fiduciary</u>	<u>Acc't Group</u>	<u>Total</u> <u>(Memorandum</u> <u>Only)</u>
	<u>General</u>	<u>Special</u>	<u>Capital</u>	<u>Fund Types</u>	<u>General</u>	
	<u>Revenue</u>	<u>Project</u>	<u>Agency</u>	<u>Long-Term</u> <u>Debt</u>		
<u>Assets</u>						
Cash & Equivalents	\$479,719	\$82,321	\$11,405			\$573,445
Investments	\$2,385,329	\$388,160	\$283,187			\$3,977,210
Receivables (Net of Allowance for Uncollectible)						
Taxes	\$609,944					\$609,944
Accounts	\$2,998					\$2,998
Interfund Receivable				\$2,451,686		\$2,451,686
Prepaid Items	\$5,195					\$5,195
<u>Other Debits</u>						
Amount to be Provided for Retirement of General Long-Term Debt					\$2,789,854	\$2,789,854
TOTAL ASSETS AND OTHER DEBITS	<u>\$3,483,185</u>	<u>\$470,481</u>	<u>\$920,534</u>	<u>\$2,746,278</u>	<u>\$2,789,854</u>	<u>\$10,410,332</u>
 <u>LIABILITIES AND EQUITY</u>						
<u>Liabilities</u>						
Accounts Payable	\$26,511					\$26,511
Accrued Payroll and Benefits	\$21,841					\$21,841
Contracts Payable			\$101,725			\$101,725
Retainage Payable			\$21,615			\$21,615
Intergovernmental Payable	\$2,607		\$2,451,686			\$2,454,293
Interfund Payable	\$2,451,686			\$87,761		\$2,451,686
Escrow and Performance Deposits	\$80,289				\$2,625,000	\$168,050
General Obligation Bonds Payable					\$164,854	\$2,625,000
Capital Leases Payment						\$164,854
Total Liabilities	<u>\$2,582,934</u>		<u>\$123,340</u>	<u>\$2,539,447</u>	<u>\$2,789,854</u>	<u>\$8,035,575</u>

Equity					
Fund Balances					
Reserved for Encumbrances		\$641,194			\$641,194
Reserved for Endowments			\$112,251		\$112,251
Reserved for Special Purposes		\$156,000	\$94,580		\$250,580
Unreserved					
Designated for Special Purposes	\$470,481				\$470,481
Undesignated	\$900,251				\$900,251
Total Equity	\$900,251	\$797,194	\$206,831		\$2,374,757
TOTAL LIABILITIES AND EQUITY	\$3,483,185	\$920,534	\$2,746,278	\$2,789,854	\$10,410,332

Statement of Bonded Debt
Fire Station Addition/Renovation

Original Amount Bonded::	\$250,000
Five (5) Year Bond @ 5.12%	\$39,327
Less: Principal Paid in 2001	\$50,000
Less: Interest Paid in 2001	\$13,702
Less: Principal Paid in 2002	\$50,000
Less: Interest Paid in 2002	\$10,250
Less: Principal Paid in 2003	\$50,000
Less: Interest Paid in 2003	\$7,688
Less: Principal Paid in 2004	\$50,000
Less: Interest Paid in 2004	\$5,125
Less: Principal Due in 2005	\$50,000
Less: Interest Due in 2005	\$2,562
Balance 12/31/05	\$0

Statement of Bonded Debt
Land Acquisition

Original Amount Bonded::	\$145,000
Ten (10) Year Bond @ 4.30%	\$33,777
Less: Principal Paid in 2002	\$15,000
Less: Interest Paid in 2002	\$6,582
Less: Principal Paid in 2003	\$15,000
Less: Interest Paid in 2003	\$5,520
Less: Principal Paid in 2004	\$15,000
Less: Interest Paid in 2004	\$4,901
Less: Principal Due in 2005	\$15,000
Less: Interest Due in 2005	\$4,282
Less: Principal Due in 2006	\$15,000
Less: Interest Due in 2006	\$3,665
Less: Principal Due in 2007	\$15,000
Less: Interest Due in 2007	\$3,045
Less: Principal Due in 2008	\$15,000
Less: Interest Due in 2008	\$2,426
Less: Principal Due in 2009	\$15,000
Less: Interest Due in 2009	\$1,781
Less: Principal Due in 2010	\$15,000
Less: Interest Due in 2010	\$1,125
Less: Principal Due in 2011	\$10,000
Less: Interest Due in 2011	\$450
Balance on 12/31/2011	\$0

Statement of Bonded Debt
Land Acquisition

Original Amount Bonded::	\$556,500
Five (10) Year Bond @ 3.8%	\$115,216
Less: Principal Paid in 2003	\$61,500
Less: Interest Paid in 2003	\$21,441
Less: Principal Paid in 2004	\$60,000
Less: Interest Paid in 2004	\$18,100
Less: Principal Due in 2005	\$55,000
Less: Interest Due in 2005	\$16,300
Less: Principal Due in 2006	\$55,000
Less: Interest Due in 2006	\$14,650
Less: Principal Due in 2007	\$55,000
Less: Interest Due in 2007	\$12,725
Less: Principal Due in 2008	\$55,000
Less: Interest Due in 2008	\$10,800
Less: Principal Due in 2009	\$55,000
Less: Interest Due in 2009	\$8,600
Less: Principal Due in 2010	\$55,000
Less: Interest Due in 2010	\$6,400
Less: Principal Due in 2011	\$55,000
Less: Interest Due in 2011	\$4,200
Less: Principal Due in 2012	\$50,000
Less: Interest Due in 2012	\$2,000
	\$0

Statement of Bonded Debt
Ambulance Facility - Safety Complex

Original Amount Bonded:	\$1,285,000
Five (20) Year Bond @ 4.58%	\$616,202
Less: Principal Paid in 2004	-\$65,000
Less: Interest Paid in 2004	-\$63,764
Less: Principal Due in 2005	-\$65,000
Less: Interest Due in 2005	-\$55,263
Less: Principal Due in 2006	-\$65,000
Less: Interest Due in 2006	-\$52,662
Less: Principal Due in 2007	-\$65,000
Less: Interest Due in 2007	-\$50,063
Less: Principal Due in 2008	-\$65,000
Less: Interest Due in 2008	-\$47,463
Less: Principal Due in 2009	-\$65,000
Less: Interest Due in 2009	-\$44,862
Less: Principal Due in 2010	-\$65,000
Less: Interest Due in 2010	-\$41,613
Less: Principal Due in 2011	-\$65,000
Less: Interest Due in 2011	-\$38,362
Less: Principal Due in 2012	-\$65,000
Less: Interest Due in 2012	-\$35,113
Less: Principal Due in 2013	-\$65,000
Less: Interest Due in 2013	-\$31,863
Less: Principal Due in 2014	-\$65,000
Less: Interest Due in 2014	-\$28,612
Less: Principal Due in 2015	-\$65,000
Less: Interest Due in 2015	-\$26,662
Less: Principal Due in 2016	-\$65,000
Less: Interest Due in 2016	-\$23,412
Less: Principal Due in 2017	-\$65,000
Less: Interest Due in 2017	-\$20,162
Less: Principal Due in 2018	-\$65,000
Less: Interest Due in 2018	-\$16,913

Less: Principal Due in 2019	-\$65,000
Less: Interest Due in 2019	-\$13,825
Less: Principal Due in 2020	-\$65,000
Less: Interest Due in 2020	-\$10,738
Less: Principal Due in 2021	-\$60,000
Less: Interest Due in 2021	-\$7,650
Less: Principal Due in 2022	-\$60,000
Less: Interest Due in 2022	-\$4,800
Less: Principal Due in 2023	-\$60,000
Less: Interest Due in 2023	-\$2,400
Balance 12/31/2023	\$0

**SCHEDULE OF TOWN PROPERTY
AS OF DECEMBER 31, 2004**

DESCRIPTION	VALUE
Town Hall, Lands and Buildings (H-31)	\$554,700
Furniture & Equipment	\$150,000
Library, Land and Building (H-59)	\$421,600
Furniture & Equipment	\$348,600
Fire Station (H-31)	\$393,100
Equipment	\$351,750
Ambulance, Land & Building (F-116)	\$172,900
Parks & Playgrounds (F-132)	\$109,500
Parks & Playgrounds (L-35)	\$165,300
Richard Maghakian Memorial School (F-80)	\$2,640,500
Cpt. Samuel Douglass Academy (K-84)	\$3,641,500
Total:	\$8,949,450
All Lands & Buildings acquired through	
Tax Collector's Deeds	
B-37	\$20,400
B-49	\$1,500
C-3	\$63,000
D-31	\$11,900
D-37	\$3,000
D-96	\$7,200
F-17	\$36,400
F-118	\$1,200
G-65	\$300
H-43	\$60,800
H-70	\$13,800
H-71	\$8,600
J-2	\$89,000
J-35	\$93,800
J-54	\$83,300
J-58	\$7,000
Total:	\$501,200
All Other Property and Equipment	
Cemeteries (D-39)	\$48,000
Cemeteries (H-108)	\$90,200
Cemeteries (L-13)	\$76,300
Conservation Commission (K-058)	\$12,800
B-14	\$83,400
B-34	\$171,000
B-35	\$28,400
B-54	\$7,500
B-65-10	\$84,900
B-65-11 - Palmer Land	\$223,400
B-55 - Melendy Pond Authority	\$427,500
B-71	\$44,300

B-73	\$19,100
B-94 - Morrill Land	\$137,500
B-96	\$2,800
C-11	\$10,400
C-12 - Transfer Station	\$124,000
C-25	\$230,000
C-49	\$30,900
D-4	\$81,700
D-18-5	\$54,800
D-18-25 - Fire Pond	\$2,000
D-25	\$49,300
D-25-4	\$4,700
D-52-53	\$22,800
D-55-22	\$97,800
D-57-7	\$81,300
D-91	\$200
D-93 - Fire Pond	\$700
F-63	\$153,500
F-106	\$79,500
F-107	\$14,700
F-109	\$4,200
F-110	\$10,100
F-111	\$13,000
F-116	\$172,900
F-132	\$109,500
F-141	\$60,000
F-144 - Historical Society	\$128,500
F-155	\$527,100
F-158	\$18,900
G-20	\$89,000
G-61-30	\$2,800
H-67	\$123,400
H-144	\$21,500
H-145	\$20,400
H-149	\$17,800
J-30-2-5	\$8,200
J-33-11	\$87,900
J-39	\$124,700
J-39-45	\$27,200
J-39-46	\$80,200
K-66-18	\$77,400
K-66-20	\$108,700
K-80	\$11,500
K-101	\$115,500
K-101-5	\$46,600
K-101-16	\$4,700
M-18 - Melendy Pond	\$48,000
M-19 - MelendyPond	\$60,800

Total: **\$4,615,900**

TOTAL: **\$14,066,550**

TOWN MEETING MINUTES, BROOKLINE NH

MARCH 9, 10 2004

The meeting was opened at 7:00 AM on March 9 by Moderator Thomas I Arnold Jr. New ballot clerks were sworn. The ballot box was verified to be empty, the ballots were distributed, and the polls were opened under Article I.

Ballot clerks were as follows: Jodi Tochko (Inspector of Election)
Jeanne Schultz/Carole Tafe
Suzanne Maben
Louise Price (Inspector of Election)
Phil /MarjorieChandler
Peggy Hall

Polls closed at 7:30 PM.

Total names on checklist: 2503	Total ballots cast	954
	Absentee voters	<u>43</u>
Total votes		997

ARTICLE 1. Results of balloting as follows, with various write-ins omitted.

For Town Clerk/Tax Collector	Nancy B Howard	941
For Town Moderator - 2 years	Thomas I Arnold Jr	908
For Selectman - 3 years	Linda A Saari	857
For Selectman - 2 years	Clarence L Farwell Judy L Cook	683 289
For Selectman - 1 year	Robert M Parodi James S Murphy	631 343
For Assessor - 3 years	Peter A Cook	770
For Town Treasurer	Russell Heinselman	858
For Supervisor of the Checklist - 6 years	Grace MH LaBombard	829
For Road Agent	Gerald G Farwell	835
For Town Trustee - 3 years	Peter G Webb	817
For Town Trustee - 2 years	Bruce M Garvin	787
For Fire Ward - 3 years	Curt Jensen	871

TOWN MEETING MINUTES, BROOKLINE NH
MARCH 9, 10 2004

For Recreation Comm - 3 years (2)	Louis F Tiffany	758
	Quimby, Annett	45
For Recreation Comm - 2 years	Jo Ann Skey	805
For Recreation Comm - 1 years	Carol Anderson-Farwell	803
For Finance Committee	Jack Flanagan	559
(Vote for three)	Betty B Hall	733
	James McElroy	611
	Gerrald Smith	247
For Library Trustee - 3 years	Barbara C Coon	803
(Vote for two)	Russell Heinselmann	720

Zoning Question #1 (Home Business) **Yes 710**
No 232

Zoning Question #2 (Wetlands) **Yes 533**
No 411

Zoning Question #3 (Impact Fees) **Yes 748**
No 170

Town Question #1 (To permit the public library to retain all money it receives from its income-generating equipment to be used for general repairs and upgrading and for the purchase of books, supplies and income-generating equipment) **Yes 887**
No 66

The business meeting was called to order by Moderator Thomas I Arnold Jr at 7:05 PM on March 10, 2004. Linda Saari, chairman of the Board of Selectmen, thanked all who help make our election process run smoothly: Tom Arnold, Nancy Howard, Patricia Howard, Rena Duncklee, Checklist supervisors, Cable Committee and Wes Whittier.

Greg D'Arbonne introduced Major Billy Ponders, who donated an American flag from Afghanistan to the Town of Brookline. The National Anthem was sung by Jessica D'Arbonne and Megan Wallin. Greg D'Arbonne announced this year's American Legion Citizens of the Year, Michael & Diane Molkentine. Mr D'Arbonne also announced that the Legion has Blue Star banners available for anyone with a family member in the military.

TOWN MEETING MINUTES, BROOKLINE NH

MARCH 9, 10 2004

The following positions were elected from the floor:

Surveyor of Wood & Lumber: Rena Duncklee nominated Clarence Farwell. Hand vote yes. Motion Patricia Howard, 2nd Michael Apfelberg, that the Clerk cast one ballot for Clarence Farwell. Clarence Farwell was declared elected.

Melendy Pond Authority: Peter Webb nominated Russell Haight. Hand vote yes. Motion Marcia Page, 2nd Peter Cook, that the Clerk cast one ballot for Russell Haight. Russell Haight was declared elected.

Sexton: Forrest Milkowski nominated Clarence Farwell. Hand vote yes. On motion by Forrest Milkowski, 2nd Patricia Howard, the Clerk was instructed to cast one ballot for Clarence Farwell. Clarence Farwell was declared elected.

ARTICLE 2. Motion Robert Parodi, 2nd Laura Libby to raise and appropriate the sum of Five Hundred Thousand (**\$500,000**) (gross budget) for the purchase, by the Town, of land or other property interests therein, for conservation purposes, as the Selectmen deem appropriate and in the best interest of the Town; and to authorize the issuance of not more than Five Hundred Thousand dollars (\$500,000) of bonds or notes, in accordance with the provisions of the Municipal Finance Act (RSA 33:1 et seq, as amended), and, further, to authorize the Board of Selectmen to issue, negotiate, sell and deliver said bonds and notes and to determine the rate of interest thereon and the maturity and or other terms thereof, and to take any other action they deem appropriate to effectuate the sale and/or issuance of such bonds or notes, subject, however, to the following limitations:

No such bonds or notes shall be issued earlier than July 1, 2004; and,

Any of such bonds or notes shall have appropriate terms and maturities such that no principal or interest payments shall become due and payable prior to January 1, 2005; and,

No such bonds or notes shall be issued with a term of maturity less than ten (10) years.

Provided further, that the Selectmen shall not issue such bonds or notes until such time that they have been presented to either an annual or special town meeting, a warrant article asking the meeting to ratify, by a simple majority vote, the particular parcel ownership interest chosen by the Selectmen for purchase and said meeting has approved such warrant article.

(This article requires a 2/3 ballot vote to pass, as set forth in RSA 33:8.) This is a special warrant article and is not intended to lapse at the conclusion of calendar year 2004 but is intended to lapse at the conclusion of calendar year 2005, if not implemented within that time frame.

After discussion the question was moved by David Partridge, 2nd Jay Chrystal. Hand vote yes. Balloting commenced at 8:25 PM, and ended at 9:25 PM.

BALLOT VOTE YES 193, NO 79. Article 2 Passed.

ARTICLE 3. On motion by Linda Saari, 2nd Ernest Hudziec, we voted to approve the cost items included in the collective bargaining agreement reached between the Town of Brookline and the Brookline Police Officers' Association, and to raise and appropriate the sum of **\$9604** for the current fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels paid in the prior fiscal year. The amount raised will be incorporated into the police operating budget for accounting purposes. Cost item increases in subsequent years will require approval of a special warrant article at a future Town Meeting. **HAND VOTE YES**

TOWN MEETING MINUTES, BROOKLINE NH
MARCH 9, 10 2004

ARTICLE 4. On motion by Linda Saari, 2nd Peter Cook, we voted to pass over the article.
Hand Vote Yes.

ARTICLE 5. On motion by Linda Saari, 2nd Rena Dunklee, we voted to raise and appropriate the sum of **\$2,883,952** to defray town charges for the ensuing year and make appropriations of the same. Changes from the number in the printed warrant are as follows:

- Police gross appropriation to \$511,448
- Building Inspector gross appropriation to \$20,426
- Highway Streets & Bridges gross appropriation to \$405,983
- Recreation gross appropriation to \$43,680

AMD Ernest Hudzic, 2nd Dennis Marandos to reduce the budget by \$28,000.

AMD HAND VOTE NO

Main motion **HAND VOTE YES**

ARTICLE 6. On motion by Linda Saari, 2nd Ernest Hudzic, we voted to pass over the article.
HAND VOTE YES WITHOUT DISSENT

ARTICLE 7. On motion by Clarence Farwell, 2nd Judy Cook, we voted to authorize the selectmen to enter into a three year lease/purchase agreement for \$127,155 for the purpose of leasing a modular ambulance for use by the Brookline Ambulance Service, and to raise and appropriate the sum of **\$42,385** for the first year's payment for that purpose. This lease agreement contains an escape clause.

After discussion, the question was moved by David Partridge, 2nd Edward Arnold.

Hand vote yes

HAND VOTE YES

ARTICLE 8. On motion by Clarence Farwell, 2nd Forrest Milkowski, we voted to raise and appropriate the sum of **\$34,334** for the purchase of two (2) 12-Lead Defibrillators with digital EKG transmission capability for the Brookline Ambulance.

AMD Cindy Ryherd, 2nd Ernest Hudzic, to lease one.

AMD HAND VOTE NO

MAIN MOTION: HAND VOTE YES

ARTICLE 9. On motion by Clarence Farwell, 2nd Laura Libby, we voted to raise and appropriate the sum of **\$2550** to be deposited into the Ambulance Service Expendable Trust Fund and to authorize the Selectmen and the Ambulance Director to expend as needed. This amount will be offset by a like amount of donations to the Ambulance Service.

HAND VOTE YES

ARTICLE 10. On motion by Erich Hahn, 2nd Judy Cook, we voted to pass over the article.
HAND VOTE YES

ARTICLE 11. On motion by Robert Parodi, 2nd Peter Cook, we voted to raise and appropriate the sum of **\$50,000** for the purpose of road/bridge improvements. This will be a non lapsing appropriation under RSA 32:7, VI and will not lapse until December 31, 2007. This appropriation is intended for Rocky Pond Road.

HAND VOTE YES

TOWN MEETING MINUTES, BROOKLINE NH

MARCH 9, 10 2004

ARTICLE 12. Motion by Clarence Farwell, 2nd Rena Duncklee, to see if the Town will vote to raise and appropriate the sum of \$15,000 for additional legal expenses. This will be a non lapsing appropriation and will not lapse until December 31, 2007.

HAND VOTE NO

ARTICLE 13. On motion by Peter Cook, 2nd Rena Duncklee, we, pursuant to RSA 72:39-(a) and (b), voted to modify the elderly exemption from property tax in the Town of Brookline, based on assessed value, for qualified taxpayers, to be as follows: for a person 65 years of age up to 75 years, \$70,000; for a person 75 years of age up to 80 years, \$105,000; for a person 80 years of age or older, \$140,000. To qualify, the person must satisfy all the conditions of RSA 72:39-(a) and (b) that pertain to eligibility for this exemption as well as those contained in any other applicable statute, including, without limitation, that they demonstrate that they have been a New Hampshire resident for at least 5 consecutive years, own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married for at least 5 years. In addition, the taxpayer must have a net income in each applicable age group of not more than \$30,000 or, if married, a combined net income of less than \$40,000, and own assets, whether married or not, not in excess of \$75,000, excluding the value of the residence. The limitations contained in RSA 72:40-a, and the pro-rations contained in RSA 72:41 shall apply.

AMD Lynn Lopilato, 2nd June Harris, to increase the starting exemption to \$100,000 with the same increases for each age group.

AMD HAND VOTE NO

The question was moved by Charles Corey, 2nd Patricia Howard.

HAND VOTE YES

Main motion **HAND VOTE YES**

Motion Betty Hall, 2nd Peter Cook to instruct the Selectmen and Assessors to look into additional ways of providing additional relief for senior citizens.

HAND VOTE YES

On motion by Thomas Walker, 2nd Jack Flanagan, we voted to take Article 20 next.

HAND VOTE YES

ARTICLE 20. On motion by Jack Flanagan, 2nd James Rezzarday, we voted to pass over the article.

HAND VOTE YES

ARTICLE 14. On motion by Peter Cook, 2nd Forrest Milkowski, we voted, pursuant to RSA 72:37-b, to adopt an exemption for the disabled. The exemption shall apply to any person who is eligible under Title II or Title XVI of the Federal Social Security Act for benefits to the disabled and, further, that a person so eligible on his or her sixty-fifth birthday shall remain eligible for a yearly exemption either in the amount of this exemption or the amount of the elderly exemption granted to the person under RSA 72:39-b, whichever is greater. Said exemption, based on assessed value, for qualified taxpayers shall be \$70,000 and the taxpayer must have a net income of not more than \$30,000 or, if married, a combined net income of not more than \$40,000, and own assets not in excess of \$75,000, excluding the value of the person's residence. To qualify, the person must satisfy all the conditions of RSA 72:37-b, that pertain to eligibility for this exemption as well as those contained in any other applicable statute. The limitations contained in RSA 72:40-a and the pro-rations contained in RSA 71:41 shall apply.

TOWN MEETING MINUTES, BROOKLINE NH
MARCH 9, 10 2004

HAND VOTE YES

ARTICLE 15. On motion by Greg D'Arbonne, 2nd James Murphy, we voted, pursuant to RSA 72:28, to increase the veterans' tax credit to \$500. To qualify, the person satisfy all the conditions of RSA 72:28-34 that pertain to eligibility for credit, as well as those contained in any other applicable statute.

HAND VOTE YES

ARTICLE 16. On motion by Greg D'Arbonne, 2nd Rena Duncklee, pursuant to RSA 72:35, we voted to increase the service-connected disability tax credit to \$2000. To qualify, the person, or the person's surviving spouse, must satisfy all the conditions of RSA 72:35 that pertain to eligibility for this credit, as well as those contained in any other applicable statute. Further, said credit for service-connected total disability shall replace the standard veteran's tax credit in its entirety and shall not be in addition thereto.

HAND VOTE YES WITHOUT DISSENT

ARTICLE 17. On motion by Linda Saari, 2nd Patricia Howard, we voted to accept lots K-28 and K-28-13 (totaling 9.756 acres) as open space land per subdivision plan, case #2000-12:K-28 (Stickney Brook Estate) as approved by the Planning Board on March 16, 2001. This open space was set aside as part of an open space development subdivision.

HAND VOTE YES WITHOUT DISSENT

ARTICLE 18. On motion by Linda Saari, 2nd Judy Cook, we accepted the reports of agents, auditors, committees, and all other Officers heretofore chosen, with the following changes:

Page 13: printing error:

Line 4 should read "21" not "1"

Line 5 should read "22" not "2"

Line 8 should read "23" not "3"

Page 45: Town Clerk's report: typographical error:

MV permit fees should read: "\$755,324.25

Page 74: Brookline Public Library - 2003 Appropriations report: Balance column -

Parentheses indicating a negative amount are missing on Lines 1, 2, 6, 14 and 16. This does not change the \$0.00 bottom line.

Table of Contents: Town Meeting Minutes: Should read March 11, 12, 13, **2003**

HAND VOTE YES

ARTICLE 19. On motion by Clarence Farwell, 2nd Jeanne Schultz, we voted to accept the following legacies:

1. The sum of \$600 for the perpetual care of the Keith and Jennifer Alexander Lot #SF-15 in Pine Grove Cemetery.
2. The sum of \$100 for the perpetual care of the Nancy Howard Lot #335-B in Pine Grove Cemetery.

HAND VOTE YES

OTHER BUSINESS: On motion by Clarence Farwell, 2nd James Murphy, we voted that the Town Meeting establish a committee to examine and report to the 2005 Town Meeting on the need for a Conflict of Interest Ordinance and/or Policy for the Town, said Committee to be comprised of no less than five (5) voters all to be appointed by the Moderator and further that the

TOWN MEETING MINUTES, BROOKLINE NH

MARCH 9, 10 2004

need for a Conflict of Interest Ordinance and/or Policy for the Town, said Committee to be comprised of no less than five (5) voters all to be appointed by the Moderator and further that the committee shall furnish a report by December 31, 2004 to the Board of Selectmen who shall include the report, or a reasonable summary of the same. In the Annual Town Report for the year 2004 and further provided that if said committee as part of its report proposes a Conflict of Interest Ordinance for the Town, then said proposed ordinance shall also be published in the Annual Report for the year 2004 for consideration at Town Meeting in 2005.

HAND VOTE YES

On motion by Patricia Howard, 2nd Rena Duncklee, we voted to adjourn at 11:23 PM.

HAND VOTE YES

TOTAL MONIES RAISED: \$3,522,825

A True Copy Attest:

Nancy B Howard
Town Clerk

ADDENDUM:

After Town Meeting, the Department of Revenue Administration disallowed Article 3, reducing the total monies raised to **\$3,513,221**

TAX COLLECTOR'S REPORTFor the Municipality of BROOKLINE NH Year Ending 12/31/2004**DEBITS**

UNCOLLECTED TAXES AT THE BEGINNING OF THE YEAR*		2004	PRIOR LEVIES		
			2003	2002	2001+
Property Taxes	#3110	xxxxxx	\$ 550,448.45	\$ 0.00	\$ 0.00
Resident Taxes	#3180	xxxxxx	\$ 0.00	\$ 0.00	\$ 0.00
Land Use Change Taxes	#3120	xxxxxx	\$ 14,000.00	\$ 0.00	\$ 0.00
Timber Yield Taxes	#3185	xxxxxx	\$ 0.00	\$ 0.00	\$ 0.00
Excavation Tax @ \$.02/yd	#3187	xxxxxx	\$ 0.00	\$ 0.00	\$ 0.00
Utility Charges	#3189	xxxxxx	\$ 0.00	\$ 0.00	\$ 0.00
Betterment Taxes		xxxxxx	\$ 0.00	\$ 0.00	\$ 0.00
		xxxxxx			
		xxxxxx			

TAXES COMMITTED THIS FISCAL YEAR

Property Taxes	#3110	\$ 9,186,011.00	\$ 2,042.00
Resident Taxes	#3180	\$ 0.00	\$ 0.00
Land Use Change Taxes	#3120	\$ 376,048.00	\$ 0.00
Timber Yield Taxes	#3185	\$ 11,079.75	\$ 0.00
Excavation Tax @ \$.02/yd	#3187	\$ 3,498.42	\$ 0.00
Utility Charges	#3189	\$ 0.00	\$ 0.00
Betterment Taxes		\$ 0.00	\$ 0.00

FOR DRA USE ONLY**OVERPAYMENTS**

Remaining From Prior Year		\$ 0.00			
New This Fiscal Year		\$ 29,762.00			
Interest - Late Tax	#3190	\$ 7,318.94	\$ 23,340.15	\$ 0.00	\$ 0.00
Resident Tax Penalty	#3190	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL DEBITS		\$ 9,613,718.11	\$ 589,830.60	\$ 0.00	\$ 0.00

*This amount should be the same as the last year's ending balance. If not, please explain.

TAX COLLECTOR'S REPORT

For the Municipality of BROOKLINE NH Year Ending 12/31/2004

CREDITS

REMITTED TO TREASURER	2004	PRIOR LEVIES		
		2003	2002	2001+
Property Taxes	\$ 8,851,959.91	\$ 478,484.74	\$ 0.00	\$ 0.00
Resident Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Land Use Change Taxes	\$ 291,952.00	\$ 14,000.00	\$ 0.00	\$ 0.00
Timber Yield Taxes	\$ 11,079.75	\$ 0.00	\$ 0.00	\$ 0.00
Interest & Penalties	\$ 7,318.94	\$ 23,340.15	\$ 0.00	\$ 0.00
Excavation Tax @ \$.02/yd	\$ 3,498.42	\$ 0.00	\$ 0.00	\$ 0.00
Utility Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Converted To Liens (Principal only)	\$ 0.00	\$ 72,398.25	\$ 0.00	\$ 0.00
Betterment Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Discounts Allowed	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Prior Year Overpayments Assigned	\$ 0.00			

ABATEMENTS MADE

Property Taxes	\$ 8,625.00	\$ 1,607.46	\$ 0.00	\$ 0.00
Resident Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Land Use Change Taxes	\$ 16,410.00	\$ 0.00	\$ 0.00	\$ 0.00
Timber Yield Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Excavation Tax @ \$.02/yd	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Utility Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Betterment Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
CURRENT LEVY DEEDED	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

UNCOLLECTED TAXES -- END OF YEAR #1080

Property Taxes	\$ 325,426.09	\$ 0.00	\$ 0.00	\$ 0.00
Resident Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Land Use Change Taxes	\$ 67,686.00	\$ 0.00	\$ 0.00	\$ 0.00
Timber Yield Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Excavation Tax @ \$.02/yd	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Utility Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Betterment Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Remaining Overpayments - Prior Yrs.	\$ 0.00			
Remaining Overpayments - This Year	\$ 0.00			
This Years' Overpayments Returned	\$ 29,762.00			
Prior Years' Overpayments Returned	\$ 0.00			
TOTAL CREDITS	\$ 9,613,718.11	\$ 589,830.60	\$ 0.00	\$ 0.00

TOWN CLERK'S REPORT

01/01/04 - 12/31/04

MV PERMIT FEES (5759)-----	\$773,799.08
MV TITLE FEES -----	2,242.00
FILING FEES -----	16.00
UCC FILINGS/IRS LIENS -----	1,575.00
MUNICIPAL AGENT FEES -----	10,151.00
VITAL RECORDS -----	1,420.00
DOG LICENSES (842)-----	5,827.50
DOG FINES/PENALTIES -----	2,314.00
POLE PERMITS -----	440.00
DREDGE & FILL PERMITS -----	<u>50.00</u>

TOTAL TO TREASURER \$797,834.58

Town Treasurer's Report
Account Balances

Year Ending 12/31/04

Page 1 of 3

Town General Funds

Balance January 1, 2004	2,903,776.09	
Receipts:		
From Local Taxes	9,558,494.67	
From Land Use Change Tax	305,952.00	
From State of NH	283,100.04	
From Local Sources Except Taxes	1,120,629.56	
Interest on Deposits	20,055.24	
Other	29,762.00	
Adjustments:		
Bank Fees	(216.67)	
Expired Checks not Reissued	0.00	
Reimbursements:		
Ambulance Facility Bond	857,970.99	
Payments:		
Warrant Disbursements	(12,235,787.69)	
Ending Balance December 31, 2004	2,843,736.23	\$2,843,736.23

Town Allocated Accounts

Driveway Surety Bond Account

Balance January 1, 2004	9,768.25	
Receipts: Driveway Bonds	6,000.00	
Interest Earned	25.07	
Payments: Bond Releases w/ Interest	(7,513.08)	
Ending Balance December 31, 2004	8,280.24	\$8,280.24

Brookline 225th Anniversary Account

Balance January 1, 2004	7,739.25	
Receipts: Contributions	0.00	
Interest Earned	76.50	
Payments	0.00	
Ending Balance December 31, 2004	7,815.75	\$7,815.75

Halfyard Road Bond

Opened November 24, 2004	37,600.00	
Receipts: Interest Earned	62.13	
Payments: Bond Releases w/ Interest	0.00	
Ending Balance December 31, 2004	37,662.13	\$37,662.13

Pigeon Hill Road

Balance January 1, 2004	64,615.86	
Receipts: Interest Earned	519.61	
Payments: Bond Releases w/ Interest	(16,136.52)	
Ending Balance December 31, 2004	48,998.95	\$48,998.95

Pope Road

Balance January 1, 2004	13,376.81	
Receipts: Interest Earned	104.99	
Payments: Bond Released w/ Interest 11/15/04	(13,481.80)	
Ending Balance December 31, 2004	0.00	\$0.00

Town Treasurer's Report
Account Balances

Year Ending 12/31/04

Page 2 of 3

Ambulance Facility Impact Fee		
Opened November 16, 2004	0.00	
Receipts: Impact Fees	444.28	
Interest Earned	0.89	
Payments	0.00	
Ending Balance December 31, 2004	445.17	\$445.17
CSDA School Impact Fee		
Opened November 16, 2004	0.00	
Receipts: Impact Fees	2,608.48	
Interest Earned	5.06	
Payments	0.00	
Ending Balance December 31, 2004	2,613.54	\$2,613.54
Ambulance Facility Bond		
Balance January 1, 2004	920,534.28	
Receipts: Interest Earned	2,772.31	
Payments: Reimbursements to Town	(857,970.99)	
Ending Balance December 31, 2004	65,335.60	\$65,335.60
 Subtotal of Town Accounts		 \$171,151.38
<u>Conservation Commission Accounts</u>		
Conservation General Fund		
Balance January 1, 2004	9,486.43	
Receipts: Income	0.00	
Transfer from Forestry Management	4,453.12	
Transfer from Our Place	1,491.65	
Transfer from Lake Water Sampling	263.85	
Interest Earned	91.40	
Payments: Expenses	(1,375.64)	
Ending Balance December 31, 2004	14,410.81	\$14,410.81
Forestry Management		
Balance January 1, 2004	4,448.11	
Receipts: Income	0.00	
Interest Earned	5.01	
Transfer to Conservation General Fund 3/4/04	(4,453.12)	
Ending Balance December 31, 2004	0.00	\$0.00
Our Place		
Balance January 1, 2004	1,489.76	
Receipts: Income	0.00	
Interest Earned	1.89	
Transfer to Conservation General Fund 3/4/04	(1,491.65)	
Ending Balance December 31, 2004	0.00	\$0.00
Lake Water Sampling		
Balance January 1, 2004	263.85	
Receipts: Income	0.00	
Interest Earned	0.00	
Transfer to Conservation General Fund 3/4/04	(263.85)	
Ending Balance December 31, 2004	0.00	\$0.00

Town Treasurer's Report

Account Balances

Year Ending 12/31/04

Page 3 of 3

William Wharton Trust Fund

Balance January 1, 2004	1,374.96	
Receipts: Contributions	0.00	
Interest Earned	0.00	
Payments	0.00	
Ending Balance December 31, 2004	1,374.96	\$1,374.96

Land Acquisition Fund

Balance January 1, 2004	291,970.07	
Receipts: From Land Use Change Tax	305,952.00	
Interest Earned	2,817.06	
Payments: Expenses	(249,004.24)	
Ending Balance December 31, 2004	351,734.89	\$351,734.89

Subtotal of Conservation Commission Accounts \$367,520.66

Recreation Commission Accounts

Max Cohen Memorial Grove

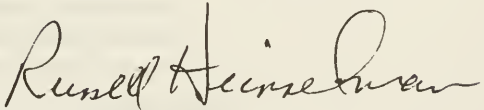
Balance January 1, 2004	16,104.95	
Receipts: Income	23,125.66	
Interest Earned	115.08	
Payments: Expenses	(26,111.98)	
Ending Balance December 31, 2004	13,233.71	\$13,233.71

Recreation Revolving Fund

Opened June 2, 2004	0.00	
Receipts: Income	9,763.09	
Interest Earned	1.85	
Payments: Expenses	(7,657.36)	
Ending Balance December 31, 2004	2,107.58	\$2,107.58

Subtotal of Recreation Commission Accounts \$15,341.29

Total of All Accounts in Hands of Treasurer 12/31/04 \$3,397,749.56

Submitted by: 
Russell Heinselman
Town Treasurer

**Town Treasurer's Report
Conservation Commission
Summary of Activity for Year Ending 12/31/04**

	Jan - Dec 04
Income	
Conservation Fund Income	
Interest Earned	
Interest-Forest Mgmt	5.01
Interest-General Fund	91.40
Interest-Our Place	1.89
Total Interest Earned	98.30
Total Conservation Fund Income	98.30
Land Acquisition Fund Income	
Interest Earned	
Interest-BNH CD	1,431.34
Interest PDIP	1,385.72
Total Interest Earned	2,817.06
Land Use Change Tax	305,952.00
Total Land Acquisition Fund Income	308,769.06
Total Income	308,867.36
Expense	
Conservation Fund Expenses	
Bank Fees	0.00
Repairs and Maintenance	1,375.64
Total Conservation Fund Expenses	1,375.64
Land Acquisition Fund Expenses	
Land Purchases	
Legal Fees	1,511.72
Notice Publication	107.80
Purchase Price	245,584.42
Research	
Appraisal Services	900.00
Title Search	340.00
Total Research	1,240.00
Title Insurance	108.00
Total Land Purchases	248,551.94
Other Legal Fees	
Misc (Faxes, Postage)	3.30
Total Other Legal Fees	3.30
Planning & Mapping Expenses	449.00
Total Land Acquisition Fund Expenses	249,004.24
Total Expense	250,379.88
Net Income	58,487.48

Russell Heinselman

Russell Heinselman, Town Treasurer

Town Treasurer's Report
Max Cohen Memorial Grove
Summary of Activity for Year Ending 12/31/04

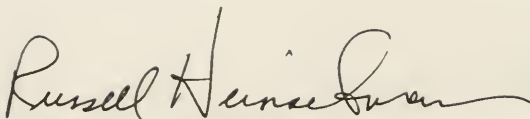
	Jan - Dec 04
Income	
Donations	140.00
Interest Income	115.08
Memberships	19,505.66
Swimming Lessons	3,480.00
Total Income	23,240.74
Expense	
Advertising	
Bulk Mailings	
Copies	204.10
Postage	233.88
Total Bulk Mailings	437.98
Total Advertising	437.98
Groovy Grove Day	198.91
LifeGuard Training	575.00
Payroll Expenses	
Payroll Forms	58.50
Payroll Service	314.60
Payroll Taxes	4,258.20
Wages & Other Compensation	16,898.65
Total Payroll Expenses	21,529.95
Portable Toilets	1,204.14
Red Cross Swim Courses Admin	358.75
Refund	55.00
Repairs & Maintenance	346.75
Returned Check Fee	20.00
Supplies	141.98
Trash Removal	485.69
Utilities	
Electricity	390.75
Telephone	367.08
Total Utilities	757.83
Total Expense	26,111.98
Net Income	-2,871.24

Russell Heinselman

Russell Heinselman, Town Treasurer

Town Treasurer's Report
Recreation Revolving Fund
Summary of Activity for Year Ending 12/31/04

	<u>May - Dec 04</u>
Income	
Bank Credit	8.76
Interest	1.85
Olde Home Days	
Cotton Candy	145.00
Cow Pattie Blngo	2,737.50
Olde Home Days - Other	3,150.50
Total Olde Home Days	6,033.00
Town Monies	3,721.33
Total Income	9,764.94
Expense	
Bank Charges	
Check Printing	16.90
Bank Charges - Other	10.61
Total Bank Charges	27.51
Fishing Derby - 2004	2,167.03
Fishing Derby - 2005	345.00
October Eve - 2004	639.83
Olde Home Days - 2004	4,477.99
Total Expense	7,657.36
Net Income	<u><u>2,107.58</u></u>



Russell Heinselman, Town Treasurer

**DETAILS OF EXPENDITURES FOR 2004
WITH PROPOSED FOR 2005
COMPARISON OF APPROPRIATIONS FOR 2004, EXPENDED 2004
AND PROPOSED FOR 2005**

	Appropriations - 2004	Actual Expen. 2004	Proposed 2005
EXECUTIVE			
Revenue:			
Administrative	1,900	1,849	1,800
Total Revenue:	\$1,900	\$1,849	\$1,800
Expenses:			
Chairman of Selectmen	1,500	1,500	1,500
Selectman (2)	2,400	2,400	2,400
Overseer of Welfare	750	750	750
Fire Chief/Fireward	2,500	2,500	2,500
Firewards (2)	2,000	2,000	2,000
Moderator	100	100	100
Health Officer	750	750	750
Dues	2,900	2,961	3,100
Conventions, Mtgs. & Tng.	1,500	1,648	1,700
Notices	900	365	500
Contracted Services:			
Tax Maps	3,000	2,776	3,500
Town Report	2,600	2,412	3,000
Payroll Service	3,000	3,134	3,000
Travel	450	311	450
Office Salaries	95,900	99,210	107,000
Office Equipment	5,500	6,127	4,750
Miscellaneous	100	35	100
Revised Statutes	300	441	600
Auditors	10,400	5,500	6,000
Town History Committee	500	0	500
Total Expenses:	\$137,050	\$134,920	\$144,200
Net Tax Appropriation:	\$135,150	\$133,071	\$142,400

ELECTION & REGISTRATION

	Appropriations - 2004	Actual Expen. 2004	Proposed 2005
Revenue:			
Administrative	\$100	\$165	\$100
Total Revenue:	\$100	\$165	\$100
Expenses:			
Supervisors of Checklist (3)	1,200	1,200	300
Ballots	3,000	3,146	850
Salaries	960	1,020	240
Supplies & postage	515	232	135
Notices	200	166	100
Software Support	800	750	1,550
Total Expenses:	\$6,675	\$6,514	\$3,175
Net Tax Appropriation:	\$6,575	\$6,349	\$3,075

FINANCIAL ADMINISTRATION

Revenue:			
Administrative	17,000	23,746	22,000
Total Revenue:	\$17,000	\$23,746	\$22,000
Expenses:			
Chairman of Assessors	900	900	900
Assessors (2)	1,500	1,500	1,500
Treasurer	5,000	5,000	5,000
Office Eqpt. Maint.	10,500	10,655	9,100
Office Supplies	3,000	3,406	3,400
Postage	5,400	5,094	5,200
Recording Fees	1,000	1,016	1,000
Communications	3,500	2,590	3,000
Internet Access	2,200	1,894	2,100
T. Clerk/T. Collector's Office - Salaries	69,500	69,524	73,500
T. Clerk/T. Collector's Office - Expenses	5,600	4,634	4,900
Preservation of Town Records	978	978	1,000
Total Expenses:	\$109,078	\$107,191	\$110,600
Net Tax Appropriation	\$92,078	\$83,445	\$88,600

	Appropriations - 2004	Actual Expen. 2004	Proposed 2005
REVALUATION OF PROPERTY			
Vouchered Expenses	2,000	20	20
Updates//BTIA Expenses	10,000	12,826	14,000
Eqpt. & Software	2,000	1,275	2,750
Certification of Assessments (Current Use)	2,000	0	0
Statistical Update/Revaluation		1	1
Net Tax Appropriation:	\$16,000	\$14,121	\$16,771
LEGAL			
Total Revenues:		\$3,297	
Expenses:	10,000	\$15,256	\$12,000
Net Tax Appropriation:	\$10,000	\$11,959	\$12,000
PERSONNEL ADMINISTRATION			
Revenue:			
Health & Dental Insurance	17,565	17,768	19,900
Total Revenue:	\$17,565	\$17,768	\$19,900
Expenses:			
Health Insurance	139,325	134,559	146,000
NH Retirement	41,236	47,075	49,500
FICA/Medicare	22,637	20,081	23,000
Dental	7,260	7,646	8,025
Long Term Disability	2,800	2,375	2,800
Short Term Disability	4,700	4,519	5,000
Life Insurance	1,600	1,473	1,800
Total Expenses:	\$219,558	\$217,728	\$236,125
Net Tax Appropriation	\$201,993	\$199,960	\$216,225

PLANNING & ZONING

Revenue:

Administrative
Total Revenue

28,000
\$28,000

Appropriations 2004

Actual Expen. 2004

Proposed 2005

34,143
\$34,000

Expenses:

Consulting Services (NRPC)

Legal Expenses

Outside Consulting Services

Training & Education

Recording Fees

Office Supplies & Equipment

Notices

Master Plan Update

CIP Update

CIP & Master Plan Printing

Recodifying Zon. Ord. & Regs.

GIS Maps

30,000
 4,000
 13,000
 500
 650
 500
 500
 1
 1
 400
 1
 1

29,124
 3,445
 19,885
 307
 643
 270
 310
 0
 0
 0
 0
 0

32,625
 4,500
 19,000
 500
 650
 500
 500
 1
 1
 400
 0
 1

Total Expenses:

\$49,554

\$53,984

\$58,678

Net Tax Appropriation

\$21,554

\$19,841

\$24,678

Proposed
2005

Actual
Expen. 2004

Appropriations
2004

GENERAL GOVERNMENT BUILDINGS

New phone system
Outside Services/Facility Evaluation

Town Hall:

Fuel Oil	8,940	8,194	5,215
Electricity	2,500	2,500	5,000
Cleaning	2,000	3,203	3,200
Maint. & Improvements	7,500	7,743	7,800
Equipment	11,300	10,120	12,000
Elevator	15,720	13,104	6,700
	100	0	1
	1,000	984	1,200

Old Ambulance Bay:

Fuel Oil	800	1,136	1,500
Electricity	400	862	500
Cleaning Supplies	100	18	25
Maint. & Improvements	200	2,537	3,000

Safety Complex:

Electricity	1,645	2,648	4,500
Cleaning Supplies	400	413	500
Maint. & Improvements	1,745	1,780	2,300
Propane	3,000	1,411	2,000
Cleaning	2,597	0	2,600
Library:			
Propane	1,700	3,192	3,000
Electricity	4,000	4,221	4,200
Cleaning	5,000	4,236	5,000
Maint. & Improvements	5,500	2,738	20,000
Equipment	1	0	1
Elevator	250	773	1,000

Fire Station:

Fuel Oil/Propane	4,900	5,103	5,200
Electricity	3,300	2,977	3,300
Maint. & Improvements	9,600	6,305	11,584

Net Tax Appropriation: \$94,198 \$86,198 \$111,326

CEMETERIES

\$16,000 \$16,000 \$16,000

	Appropriations 2004	Actual Expen. 2004	Proposed 2005
INSURANCE			
Revenue:	\$551		
Expenses:			
Worker's Comp	14,000	14,777	13,402
Accident & Health	400	409	425
Property/Liability/Auto	34,000	34,440	35,500
Flexible Benefit Plan	450	450	450
Total Expenses:	\$48,850	\$50,076	\$49,777
Net Tax Appropriation:	\$48,850	\$49,525	\$49,777
ADVERTISING & REGIONAL ASSN			
	\$2,840	\$2,840	\$2,985
CABLE ACCESS			
Revenue:	\$26,700	\$30,562	\$32,000
Expenses:			
Equipment	7,625	\$5,452	6,481
Supplies	460	\$133	580
Maintenance	315	\$0	315
Legal	2,800	\$2,069	2,500
Web Site Maintenance			1,934
Stipends			800
Total Expenses:	\$11,200	\$7,654	\$12,610
Net Tax Appropriation:	-15,500	-22,908	-19,390

	Appropriations 2004	Actual Expen. 2004	Proposed 2005
POLICE DEPARTMENT			
Revenue:			
Administrative	10,000	4,308	4,000
Private Details	20,000	35,205	25,800
State or Federal Grants	0	842	0
Total Revenues:	\$30,000	\$40,355	\$29,800
Expenses:			
Salaries	349,196	331,873	357,849
Salaries - Overtime	20,000	22,290	22,000
Salaries - Private Detail	20,000	32,536	25,000
Vehicle Operations	25,000	25,649	29,150
Administration	22,170	22,551	17,320
Ammunition/Firearms Training	7,000	6,661	7,000
Communications	13,327	15,217	12,900
Uniforms	8,697	8,395	8,023
New Equipment	498	361	2,902
Equipment Repair	2,000	733	1,500
Medical	1,595	214	1,300
Vehicle Lease/Purchase	28,861	32,574	32,441
DARE Program	3,500	3,592	2,000
Grant Funded Programs			1,000
School Crossing Guard			1
Total Expenses:	\$501,844	\$502,646	\$520,386
Net Tax Appropriation:	\$471,844	\$462,291	\$490,586

	Appropriations 2004	Actual Expen. 2004	Proposed 2005
AMBULANCE SERVICE			
Revenue:			
Town of Mason	7,300	7,300	7,300
Grant		108	3,371
Total Revenues:	\$7,300	\$7,408	\$10,671
Expenses:			
Volunteers:			
Medical Supplies	4,000	2,847	4,000
Office Supplies	1,900	1,955	500
Training	4,645	3,803	13,100
New Equipment	2,000	1,659	5,371
Medical	2,100	1,347	2,172
Ambulance:			
Gas, Oil & Maintenance	5,000	3,503	5,000
Equipment Maintenance	2,000	2,000	2,000
Oxygen	900	722	750
New Equipment	4,560	4,560	1
Communications	2,400	2,090	2,400
Ambulance Lease/Purchase			43,479
Paid Attendants:			
Salaries	68,586	67,768	71,850
Uniforms	700	790	700
Training	1,870	1,820	1,870
Medical	100	0	100
Miscellaneous	200	119	200
Total Expenses:	\$100,961	\$94,983	\$153,493
Net Tax Appropriation:	\$93,661	\$87,575	\$142,822

	Appropriations 2004	Actual Expen. 2004	Proposed 2005
FIRE DEPARTMENT			
Revenue:			
Administrative	3,750	9,900	3,750
Grant - 2			5,110
Total Revenues:	\$3,750	\$9,900	\$8,860
Expenses:			
Gas, Oil & Repairs	8,000	9,785	8,000
Salaries	14,000	15,512	17,000
Salaries - Full Time & Clerical	48,950	47,669	58,000
Training	1,500	257	1,500
Oxygen & Chemicals	6,000	3,939	5,275
Radio Repairs	3,950	4,769	4,950
New Equipment	7,100	16,523	9,023
Administrative	4,050	3,543	5,180
Fire Pond Maintenance	5,000	6,834	8,000
Forest Fires	1,000	134	5,767
Medical	3,600	1,820	3,600
Communications	3,900	3,703	3,900
Fire Truck Lease Payment	65,350	65,350	65,350
Total Expenses:	\$172,400	\$179,838	\$195,545
Net Tax Appropriation:	\$168,650	\$169,938	\$186,685
COMMUNICATION CENTER			
Hollis	79,000	79,000	81,000
Communications	1,500	1,817	1,900
Electricity	400	132	400
Equipment repair	1,000	579	1,000
Net Tax Appropriation:	\$81,900	\$81,528	\$84,300

	Appropriations 2004	Actual Expen. 2004	Proposed 2005
BUILDING INSPECTION			
Revenue:			
Building Permit Fees	29,000	46,331	40,000
Total Revenues:	\$29,000	\$46,331	\$40,000
Expenses:			
Salary - B.I.	18,500	18,653	28,100
Office Supplies	500	553	675
Memberships & Conferences	375	25	400
Books & Training Material	50	143	465
Travel	1,000	897	1,275
Contracted Services	1	0	0
Software		0	4,000
Certification Courses		0	200
Communications		0	600
Total Expenses:	\$20,426	\$20,271	\$35,715
Net Tax Appropriation:	-\$8,574	-\$26,060	-\$4,285
EMERGENCY MANAGEMENT			
Clerical	8,007	8,007	8,268
Office Supplies	175	145	175
Books & Training Materials	200	175	175
Travel	600	335	600
Conferences & Training	200	95	175
Equipment	900	663	900
E.O.C. Expenses	1	0	1
Communications	240	257	240
Net Tax Appropriation:	\$10,323	\$9,677	\$10,534

HIGHWAYS, STREETS & BRIDGES

	Appropriations 2004	Actual Expen. 2004	Proposed 2005
Revenue:			
FEMA	11,017	11,966	0
Miscellaneous			200
Total Revenues:	\$11,017	\$11,966	\$200
Expenses:			
General Maintenance	110,000	136,813	130,000
Snow Plowing	75,000	66,350	100,000
Sanding	95,000	100,487	100,000
Brush Cutting	7,000	3,575	8,000
Street Lighting	7,000	6,528	7,000
Gen. Highway Expenses	500	553	500
Tree Warden	2,000	1,000	2,500
Sidewalks	15,000	18,194	15,000
Dust Control	5,500	3,977	6,000
Resurfacing Town Roads	100,000	100,294	120,000
Wallace Brook Rd. Culvert			35,000
Total Expenses:	\$417,000	\$437,771	\$524,000
Net Tax Appropriation:	\$405,983	\$425,805	\$523,800
SANITATION			
Revenue:			
Construction Debris	10,000	10,236	10,000
Coupons, metal, fines, etc.	12,000	15,875	12,500
Total Revenues:	\$22,000	\$26,115	\$22,500
Expenses:			
Transfer Station Attendants	43,250	44,977	45,000
Contracted	20,000	8,349	15,000
Construction Debris	16,000	14,348	16,000
Electricity	2,000	2,031	2,200
Communications	450	368	450
Souhegan Regional Landfill	171,117	171,117	180,174
Solid Waste Management	3,887	3,887	3,887
Groundwater Monitoring	1,650	1,480	1,600
Medical	315	0	315
Total Expenses:	\$256,669	\$246,557	\$264,626
Net Tax Appropriation:	-\$236,669	\$220,442	\$242,126

	Appropriations 2004	Actual Expen. 2004	Proposed 2005
PEST CONTROL			
Revenue:			
Fines	2,000	2,914	2,400
Total Revenues:	\$2,000	\$2,914	\$2,400
Expenses:			
Salary	3,200	2,715	3,200
Boarding	1,000	975	1,000
Expenses/Equipment	350	0	350
Vehicle Maintenance	425	425	425
Training & Seminars	475	475	925
Pagers	250	108	0
Total Expenses:	\$5,700	\$4,698	\$5,900
Net Tax Appropriation:	\$3,700	\$1,784	\$3,500
HEALTH			
Home Health & Hospice Care	5,000	5,000	5,000
Community Council	1,200	1,200	1,200
St. Joseph Community Service	195	195	195
Nashua Mediation Program	150	150	150
Milford Regional Counseling	1,000	1,000	1,000
Bridges	600	600	600
American Red Cross	500	500	500
Nashua Area Health Center	1,000	1,000	1,000
SHARE	1,000	1,000	1,000
Souhegan Home & Hospice	2,900	2,900	2,500
Net Tax Appropriation:	\$13,545	\$13,545	\$13,145
PUBLIC WELFARE			
General Assistance	9,000	7,593	9,000
Net Tax Appropriation:	\$9,000	\$7,593	\$9,000

	Appropriations 2004	Actual Expen. 2004	Proposed 2005
RECREATION			
Total Revenues:	\$0	\$4,349	\$1,500
Expenses:			
Ball Park Maintenance	17,929	11,169	24,000
Park Improvements	14,325	2,020	10,375
Town sponsored functions	1	2,167	1
Concession stand	1,350	2,473	1,150
Administration	75	0	75
Boundaries at Ball Park	2,000	0	2,000
Storage shed & installation	8,000	2,300	6,600
Town wide survey			1,000
Total Expenses	\$43,680	\$20,129	\$45,201
Net Tax Appropriation:	\$43,680	\$15,780	\$43,701
LIBRARY			
Expenses:			
Communications	2,100	2,175	2,100
Postage	200	229	250
Supplies	3,000	3,202	3,000
Binding & Book Repair	1	0	1
Eqpt. Maint. & Repair	250	295	500
Professional Dues, etc.	800	720	700
Mileage	540	499	540
Media: Books, Magazines Audio Visual	21,000	21,417	24,000
Equipment	2,200	2,179	250
Education	600	555	1,000
Programs	750	1,013	1,000
Salaries	90,888	88,775	102,937
FICA/Medicare	6,953	6,791	7,876
NH Retirement	2,026	3,267	3,775
Advertising	1	0	1
Automation	2,800	2,817	2,750
Grants	1	176	1
Net Tax Appropriation:	\$134,110	\$134,110	\$150,681

	Appropriations 2004	Actual Expen. 2004	Proposed 2005
PATRIOTIC PURPOSES	\$1,000	\$621	\$1,000
CONSERVATION COMMISSION			
Revenue:			
Grant	5,000	4,887	0
Melendy Pond Authority			2,000
Total Revenues:	\$5,000	\$4,887	\$2,000
Expenses:			
Maint. of Conservation Lands	1	0	2,500
Conferences	300	0	200
Memberships	350	275	300
Town Beautification	100	69	100
Postage & Public Information	500	300	300
Outside Consulting	1	0	1
Reference/Resource Materials	200	160	200
Water Sampling	1,200	3,131	4,000
Water Sampling Equipment	1	0	1
Legal Expenses	1,000	0	0
Milfoil Treatment - Lake Potanipo	10,000	9,025	10,000
Balance to Conservation Fund		693	
Total Expenses:	\$13,653	\$13,653	\$17,602
Net Tax Appropriation:	\$8,653	\$8,766	\$15,602
DEBT SERVICE			
Total Revenues:			
Principal-Fire Sta. Add. & Renov.-5th of 5 yrs	\$50,000	\$50,000	\$50,000
Interest-Fire Station Bond	\$5,125	\$5,125	\$2,563
Principal-Cons. Land Bond - 4th of 10 yrs	\$15,000	\$15,000	\$15,000
Interest-Cons. Land Bond	\$4,901	\$4,901	\$4,282
Principal-Cons. Land Bond - 3rd of 10 yrs	\$60,000	\$60,000	\$55,000
Interest-Cons. Land Bond	\$18,100	\$18,100	\$16,300
Principal-Cons. Land Bond-2nd of 10 yrs	65,000	\$65,000	\$65,000
Interest-Cons. Land Bond	31,848	\$31,848	\$25,650
Principal-Amb. Facility-2nd of 20 yrs	65,000	\$65,000	\$65,000
Interest-Ambulance Facility	63,764	\$63,764	\$55,263
Total Expenses:	\$378,738	\$378,738	\$354,058
Net Tax Appropriation:			\$347,394

	Appropriations 2004	Actual Expen. 2004	Proposed 2005
TOTALS, LESS WARRANT ARTICLES	\$2,883,952	\$2,858,840	\$3,159,433
CAPITAL OUTLAY			
Land Acquisition, Art. 2	\$500,000	\$0	
Modular Ambulance, Art. 7	\$42,385	\$0	
Two Lead Defibrillators, Art. 8	\$34,334	\$34,334	
Ambulance Expendable Trust, Art. 9	\$2,550	\$2,550	
Road/Bridge Improvements, Art. 11	\$50,000	\$35,450	
Estimated Revenue:			\$234,395

2003, Amb. Facility, Art. 3	\$857,971		
Whelton Fund	\$0		
Rebates & Refunds	\$43,534		
Current Use Money to Land Acq. Fund	\$305,952		
Taxes Bought by Town	\$77,624		
Off-Site-Rocky Pond Rd-F-64	\$9,664		
Off-Site Impr., Iron Works Ln-K-101	\$5,306		
Off-Site-Recreation-H-130	\$3,000		
Off-Site Impr., Sidewalks-H-44-5	\$421		
Off-Site-Old Milford Rd.D-26	\$848		
Off-Site Impr., Hood Rd.B-43-4	\$1,250		
Due to Recreation Revolving Fund	\$3,721		

PAYMENTS TO OTHER GOVERNMENTS

Taxes Paid to County	\$483,210		
Brookline School District 2003-2004	\$1,360,460		
Brookline School District 2004-2005	\$2,710,000		
Hollis/Brookline Co op, 2003-2004	\$1,090,208		
Hollis/Brookline Co op, 2004-2005	\$2,350,000		
Misc. Liability	\$1,443		
TOTAL PAYMENTS FOR ALL PURPOSES	\$12,235,786		

**Finance Committee
Brookline, New Hampshire**

**Betty Hall
Jack Flanagan
James McElroy**

The Brookline Finance Committee would like to thank the voters of Brookline and the members of the boards that invite us to participate in their budgeting process.

Because the deadline for the Annual Town Report falls in the middle of the Finance Committee's budget analysis, this report provides an overview of the Finance Committee's work but does not include specific budget recommendations. The Finance Committee will present a final report (including budget recommendations) at town and district meetings. The final report will also be made available online through the official Brookline Town Website (<http://www.brookline.nh.us>) prior to the meetings.

Members

Betty Hall returned to the Brookline Finance Committee for a third consecutive year in 2004. Betty was joined by Jack Flanagan (a member of previous Finance Committees), and James McElroy (serving his first term on a town board).

Finance Committee Role

Unlike towns governed under the Municipal Budget Act, Brookline's Finance Committee serves a strictly advisory role. The Board of Selectmen and Brookline School Board invite the Finance Committee to participate in their budgeting process, but the Selectmen and School Board are ultimately responsible for the budgets presented to voters. Voters have the final say in all budgets.

Finance Committee Activities

The committee participated in a number of activities related to town and school district finances, including:

- Serving on the Capital Improvements Committee (James/Betty)
- Serving on the Town Employee Benefits Committee (Jack)
- Consulting with the Brookline Conservation Commission on potential changes to conservation bond payment funding sources (James)
- Participating in the budgeting process with the Board of Selectmen (Betty, Jack, James)
- Reviewing the Brookline School Board budget (Betty, Jack, James)
- Investigating lower cost insurance options (Jack)
- Consulting with the Co-op budget committee (Betty)

Financial Challenges Facing Brookline

While the Finance Committee is still awaiting final budget numbers from the Brookline School District and the Co-op School District before performing our final analysis and recommendations, it's clear that Brookline continues to face major financial challenges. These challenges include:

- 2005 debt payments of over \$300,000, which represent over 11% of our operating budget
- Increased town and Co-op school district debt payments (including the middle school expansion approved last year)
- A possible \$4 million addition to the Hollis Brookline High School in 2010
- Increased demand for town services caused by record growth
- Continually increasing operating budgets driven in part by negotiated salary increases and benefits, increasing insurance costs, and increasing oil prices
- Ongoing concerns about the future of State Aid, especially related to education

Brookline, New Hampshire Finance Committee 2005 Report

Finance Committee Process

The following sections describe the process the Finance Committee uses to arrive at our recommendations.

Operating Budget Expense Analysis

The Finance committee begins analyzing town and school district budgets in September by reviewing operating expenses with the Board of Selectmen and Brookline School Boards during public budget hearings. While reviewing the budgets line by line, the Finance Committee:

- Categorizes each line item as a controllable or uncontrollable expense
- Points out potential savings opportunities
- Identifies the cause of large increases in year to year spending
- Questions the need for any expenses that don't seem reasonable
- Identifies one time expenses that should result in line item decreases in future years

This analysis enables the Finance Committee to identify what it considers to be reasonable expenses for the upcoming year.

Tax Impact Analysis

Between now and the town and school district meetings, the Finance Committee will estimate the tax impact of the proposed town, Brookline School District, and Co-op school district operating budgets (taking into account both expenses and projected income) and warrant articles.

Recommendations

While the operating budget expense analysis identifies reasonable expenses, it doesn't take into account residents' ability to pay for those expenses. The Finance Committee is especially concerned with the tax burden faced by the unemployed, underemployed, and senior citizens in our town. We believe that Brookline, like most businesses and families, cannot afford to spend money on everything it would like to, no matter how important (or justifiable) each individual project or line item may seem.

Based on our tax impact analysis, the Finance Committee often recommends additional budget cuts to keep yearly tax rate increases to a reasonable level. These recommendations will be made public as soon as they are available, and will be discussed at the town and Brookline School District meetings.

Summary

We hope you find this information useful, and we encourage you to contact the Finance Committee or attend our meetings if you have any questions, concerns, or suggestions related to the town's finances.

We look forward to seeing you at March meetings, and thank you for your support.

Respectfully submitted,

Brookline Finance Committee
Betty Hall
Jack Flanagan
James McElroy

January 27, 2004

BROOKLINE AMBULANCE SERVICE REPORT

CALENDAR YEAR 2004

Abdominal Pain:...7	Allergic Reaction:...4	Airway Obstruction:...1
Altered Mental Status:...2	Ambulance Assist:...1	Ankle Injury:...1
Arm Pain:...1	Asphalt Burn:...1	Assault:...2
Bee Sting:...1	Bicycle Accident:...1	Bleeding:...2
Burn:...1	Cardiac:...3	Chest Pain:...7
Choking:...1	Confusion:...1	Death At Home:...2
Diabetic:...2	Difficulty Breathing:...12	Dislocated Hip:...2
Dislocated Shoulder...1	Dizziness:...5	Dr. Ordered Transport...1
Eye Injury:...1	Fainting:...4	Fall...17
Fire Standby:...2	Fractured Arm:...3	Fractured Leg...1
Fractured Wrist...2	Hallucigenic...1	Headache...1
Head Laceration:1	Home Illness...4	Impaled Object...1
Knee Injury...1	Laceration...1	Lacerated Finger...1
Lacerated Leg...1	Leg Pain...2	Lift Assist...5
Mason Calls...65	Motorcycle Acct...1	Motor Veh. Crash...36
Mutual Aid GIVEN...4	Neck Pain...1	Non-Emerg. Transfer...5
Nosebleed...1	Overdose...4	Pepper Spray...1
Psychiatric...1	Scalding...1	Seizure...4
Shortness of Breath...6	Shoulder Injury...1	Smoke Inhalation...1
Snowmobile Accident...1	Stroke...1	Sudden Illness...1
Suicide Attempt...3	Unconscious...1	Unresponsive...1
Weakness...2		

TOTAL CALLS: 253

The Full-Time Dayshift Attendants handled 31% of the total calls. The Volunteer Attendants handled 33% of the total calls on the weeknights and 36% of the total calls on the weekends.

Patients were transported to the following medical facilities:

1. St. Joseph Hospital: 91 patients (36%).
2. Southern HN Medical Center: 62 patients (25%).
3. Milford Medical Center: 17 patients (7%).
4. Monadnock Community Hospital: 2 patients (1%).
5. Leominster Hospital: 2 patients (1%).
6. Nashoba Valley: 11 patients (4%).
7. No Transports: 68 patients (26%).

The highlight of this year was the occupancy of the new Safety Complex in June 2004. This new facility has provided modern accommodations for the Ambulances as well as adequate space for the ever increasing training needs. The Attendants are very pleased that the Townspeople supported the effort to build the Ambulance Bay that will serve many years into the future. The Facility Study Committee also had the foresight to include many system upgrades during the construction that will reduce costs for any future building addition.

In December, Edward P. Hamel (NREMT-Intermediate / Retired) died at his Florida retirement home at the age of 64 after a battle with cancer. Ed's Brookline community service spanned from 1988 to 2000 and several years before that with the original Brookline Volunteer Ambulance Service. His wife Jeanne and daughter Brenda also served with the Service. Ed will be fondly remembered for his untiring volunteer spirit and coverage of many duty shifts plus his skill in keeping the Ambulances running and the old Ambulance Bay repaired.

Membership has dipped slightly for the first time in several years. One EMT-Intermediate is still on active duty with the Air Force in Ohio with an expected return date in the Fall of 2005. One EMT-Basic resigned due to family issues. One First Responder has decided not to reregister due to work commitments and another Apprentice left for college in Utah. One member is currently in the testing process for National Registration.

Two combined training programs were sponsored at the Safety Complex for Ambulance, Fire and Police personnel as well as Hollis Dispatchers. A Bone Marrow Drive and the Fall Community Bloodmobile were conducted at the Safety Complex.

Through the Homeland Security II Grant, the Service was awarded funding to provide PPE (Personal Protective Equipment) for all Attendants in the event of a hazardous materials release or untimely terrorist attack. All Attendants will be fit tested and receive training in the PPE use early in CY 2005.

It became apparent at the annual combined Water Rescue Drill at the Town Beach this year that the Attendants did not have flotation vests for their personal safety during rescue operations. Using Trust Fund donations, USCG Flotation Vests were purchased that will be brought with the responding Ambulance to any water rescue call.

The new Ambulance authorized by the CY 2004 Town Meeting has met some delays partially caused by the chassis manufacturer and partially by the leasing company. As of the end of December, the Ambulance has been manufactured and is at the dealer's facility in Maine with a scheduled delivery date in mid to late January 2005.

We currently have several open positions for additional Volunteer Attendants. Volunteering on the Service takes a real commitment of time and energy in training and shift coverage; however, the real personal reward is the inner feeling experienced by helping your fellow townspeople in their emergency medical crisis. To explore this unique worthwhile Volunteer opportunity, please contact the Ambulance Director at 672-6216, stop by the Ambulance Bay for a tour and membership information or ask any Ambulance Attendant for information.

Every year I am grateful to the Volunteer Ambulance Attendants who serve faithfully without compensation to provide the expertise, the compassion and the commitment in continuously delivering the highest level of pre-hospital emergency medical care for the Townspeople. I publicly extend appreciation to each Volunteer Attendant for another successful year and especially to their families who are still willing to share them with the community.

Respectfully submitted,
Wesley N. Whittier, Ambulance Director

January, 2005

Report of the Trustees of Trust Funds,

Town of Brookline, New Hampshire, 03033

The Trustees of Trust Funds has oversight of the General Cemetery, Library Common Trust, and various Common Scholarship and Ambulance Trusts.

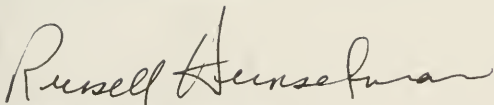
Yours very truly,
Bruce M. Garvin, Chairman
Robert Y. Grant
John A. Tomaso

TRUSTEES of the TRUST FUNDS TOWN of BROOKLINE, NH REPORT of TRUST FUNDS--2004		BEGINNING BALANCE	RECEIPTS	EXPENSES	ENDING BALANCE
		\$0.00	\$0.00	\$0.00	\$0.00
CAPITAL RESERVE FUNDS					
CEMETERY FUNDS					
GENERAL FUND		\$0.00	\$16,000.00		
TOWN APPROPRIATION				\$3,151.19	
C. L. Farwell Construction, LLC				\$9,190.00	
New Earth, Inc.				\$3,658.81	
Envirofab, Inc.					
CEMETERY TRUST FUND		\$57,321.62	\$16,000.00	\$16,000.00	\$0.00
Funds Received--Pine Grove					
John Jr. and Kevin Lavery, Lot #343			\$3,600.00		
Naveen and Melanie Kohli, Lot #341A			\$300.00		
Lawrence Sr. and Barbara Maylin, Lot #348			\$1,800.00		
Richard Ingraham, Lot #270			\$200.00		
Richard Ingraham, Lot #270			\$5,900.00		
PERPETUAL CARE TRUST FUND INCOME		\$59,202.39			\$63,221.62
Envirofab, Inc.				\$416.15	
S&I Landscape				\$480.00	
Kim Bent				\$250.00	
Earned Income- Based on the Total Cemetery Funds			\$1,192.64		
Sub-Total Cemetery Funds		\$116,524.01	\$23,092.64	\$17,146.15	\$59,248.88
LIBRARY COMMON TRUST		\$11,145.06	\$110.34	\$110.34	\$11,145.06
Earned Income					
Paid to Town Library					
COMMON TRUST II		\$6,283.43	\$62.13		\$6,345.56
Earned Income					
DODGE COMMON TRUST FUND		\$28,978.34	\$286.67		\$29,265.01
Earned Income					
Paid to Brookline School District					
TOTAL THIS PAGE#1		\$162,930.84	\$23,551.78	\$17,543.16	\$168,939.46

TRUSTEES of the TRUST FUNDS TOWN of BROOKLINE, NH REPORT of TRUST FUNDS--2004			
	BEGINNING BALANCE	RECEIPTS	EXPENSES
BALANCE of Funds forward from page #1	\$162,930.84	\$23,551.78	\$17,543.16
SCHOLARSHIP TRUST Earned Income	\$13,604.81	\$134.48	
HAZMAT TRUST FUND Earned Income	\$4,740.87	\$46.84	
AMBULANCE SERVICE EXPENDABLE TRUST FUND DONATIONS	\$11,920.18	\$2,550.00	\$944.80
EXPENSES			
Earned Income		\$136.69	
CEMETERY IRRIGATION TRUST FUND Earned Income	\$12,034.63	\$118.88	
MILNER WALLACE CONSERVATION & RECREATION MEMORIAL TRUST FUND Earned Income	\$1,599.98	\$4.02	
BALANCE of FUNDS this page #2	\$43,800.47	\$2,990.91	\$944.80
Balance ALL TRUST FUNDS	\$206,831.31	\$26,542.69	\$18,487.96

Library Treasurer's Report
Brookline Public Library
 Balance Sheet for Year Ending 12/31/04

	<u>Dec 31, 04</u>
ASSETS	
Current Assets	
Checking/Savings	
BNH Checking	18,350.09
BNH Savings	18,538.75
Total Checking/Savings	<u>36,888.84</u>
Total Current Assets	<u>36,888.84</u>
TOTAL ASSETS	<u>36,888.84</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-12.00
Total Accounts Payable	<u>-12.00</u>
Total Current Liabilities	<u>-12.00</u>
Total Liabilities	-12.00
Equity	
Opening Bal Equity	33,481.28
Retained Earnings	-203.30
Net Income	3,622.86
Total Equity	<u>36,900.84</u>
TOTAL LIABILITIES & EQUITY	<u>36,888.84</u>



Russell Heinselman, Library Treasurer

Library Treasurer's Report
Brookline Public Library
Summary of Activity for Year Ending 12/31/04

	Jan - Dec 04
Income	
Copy/FAX	458.00
Donations	
Friends of Library	800.00
Memorials	950.00
Sponsors	1,124.11
Donations - Other	343.00
Total Donations	3,217.11
Fines	2,984.34
Grants	
NH Humanities Council	175.50
Total Grants	175.50
ILL Loan Fee Reimbursement	10.00
Interest	118.58
Lost & Paid	127.94
Lost Card Fee	9.00
Media Sales	192.66
Replaced Item	9.98
Town Appropriation	134,110.00
Trust Fund	90.39
Total Income	141,503.50
Expense	
Automation	2,816.54
Communications	
Charter	85.92
MCI	157.96
Verizon	1,930.85
Total Communications	2,174.73
Education	555.00
Equipment	2,178.55
Equipment Maintenance & Repair	294.80
Fica/Medicare	6,791.27
Grant Expenditures	175.50
ILL Loan Fees	10.00
Media	24,138.06
Mileage	498.95
NH Retirement	
Prior Service	1,241.66
NH Retirement - Other	2,025.48
Total NH Retirement	3,267.14
Office Supplies	3,220.87
Postage	229.34
Professional Dues, Fees, Etc.	720.00
Programs	2,031.21
Refunds	3.99
Salaries	
NH Retirement (Employee)	1,716.48
SS/Medicare (Employee)	6,791.18
Withholding Taxes (Employee)	3,663.00
Salaries - Other	76,604.03
Total Salaries	88,774.69
Total Expense	137,880.64
Net Income	3,622.86

Russell Heinselman

Russell Heinselman, Library Treasurer

BROOKLINE PUBLIC LIBRARY 2004 ANNUAL REPORT

The library continued its rapid growth in circulation and activities. Circulation increased from 33,893 in 2003 to 38,512 in 2004. The expansion in programs sponsored by the library resulting in almost 2200 attendees over the year - approaching 200 people a month. The library is a very busy place. This year we adjusted the count of patrons to include only those who had actually used their cards in the last three years - to give a better picture of library use and growth. This approach showed that the 976 active patrons in 2003 has risen to 1379 active patrons in 2004. The library collection now numbers 28,291 volumes. 3,557 items were added and 2,389 items were deleted during the year. This continuing growth is putting great pressure on the facilities, particularly the parking, and we will need to expand facilities in the near future. Planning has begun to consider how best to achieve needed expansion. Discussions have been held with the Town Facilities Committee and a library trustee is working with that committee in planning.

Jane Nikander and Rebecca Brown, the children's librarians, have expanded the children's programs this year to include, in addition to the highly successful summer reading program, Stargazers and Trailblazers in conjunction with an enrichment program with the lower elementary school, monthly activities that have attracted an average of over 100 children every month. The programs include story hours, basic campfire skills, hiking safety, Feliz Navidad, Make a Photo-Card Gift, Word Scavenger Hunt, hobbies, crafts, nature walks and other activities.

At the adult level a number of new programs have been initiated this year including crafts, lectures, reading group, and highlighted by the Celebrate the Arts event conducted jointly with the Andres Art Institute in September.

The library has been blessed with gifts by two talented local artists - Tony Rotondo and Norma Torti. We are very thankful to Norma Torti for her beautiful mural "What a Wonderful World" which she has painted on the back wall of the children's floor and to Tony Rotondo for his mural "My Italian Heritage" which he rendered at the first landing of the stairway. These are very beautiful works of art and we encourage everyone to visit the library to see them.

We also thank the Peer Outreach Group from the junior High for the gift of planted flowers, a rose bush and hand made memorial plaque.

The "adopt an author" program now comprises 102 authors supported by 38 sponsors. If you have a favorite author, you might wish to consider joining this program. If you do, please contact Jodi Tochko, at the Library.

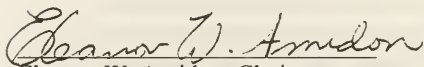
The Friends of the Library continued their outstanding support by their tireless work in organizing the book sales and providing funds for the children's program and many unbudgeted items. Again, the annual book sales, held in the spring and fall, were highly successful. The Friends of the Brookline Library provided the refreshments for the annual Christmas tree lighting.

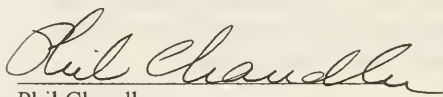
As in previous years, we have been blessed with a large group of volunteers, including many junior volunteers, now numbering 20 dedicated people who have worked tirelessly for the library. This support has been invaluable in maintaining a high level of service for the increasing patronage. Thank you to all who have helped.

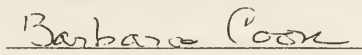
The trustees acknowledge the generosity and support of the community, the volunteers, author sponsors, contributors, the Friends of the Library and the library staff. We are especially grateful to Russell Heinselman who has contributed many hours installing the new telephone system and maintaining and upgrading the computer system over the last year. Thank you all for your help.

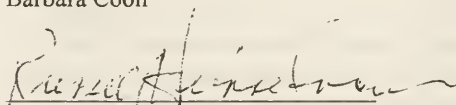
Respectfully submitted,

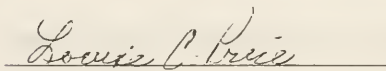
LIBRARY TRUSTEES


Eleanor W. Amidon, Chairman


Phil Chandler


Barbara Coon


Russell Heinselman


Louise C. Price



BROOKLINE PUBLIC LIBRARY

P.O. BOX 157, 16 MAIN STREET

BROOKLINE, N.H. 03033

603-673-3330 Fax 603-673-0735

BROOKLINE PUBLIC LIBRARY - 2004 STATISTICS

Days Open		291	
Registered Patrons		2,154	
 <u>CIRCULATION</u>			
Adult Books		13,414	
Children's Books		17,765	
Magazines		2,770	
Audios		1,535	
Videos		2,744	
Museum Passes		87	
Internet		<u>329</u>	38,644
 <u>LIBRARY COLLECTION</u>			
Books		26,750	
Periodicals (volumes)		297	
Audio		877	
Video		356	
Museum Passes		<u>12</u>	28,292
 <u>Information</u>			
Interlibrary Loan		1,813	
Borrowed	1,232		
Loaned	581		
Volunteer Hours		2,375	
Sponsored Authors		101	
Sponsors		38	
Programs		173	
Program Attendance		2,168	
Meeting Room Bookings		22	

Message from the Chief of Police
2004 Annual Report

As I was traveling through town today on this crisp, clear winter morning, traffic was quiet and suddenly my eyes moved to a snow-covered field and walking briskly was a beautiful golden fox heading for the road in which I was driving. I slowed down to let the fox cross over the roadway to his destination and I realized at that moment in time how lucky I was to be able to see nature at it's best. All was quiet, the skies were royal blue and clear and the winter snow gave all around a feeling of white peace.

With all that is going on in the world today and each morning opening the daily newspapers to stories of tragedies due to war or nature's fury, more than ever I appreciate this beautiful small town. Brookline is growing so fast and many families are moving in to this community hoping for a sense of peace when they lay their heads to rest each and every night knowing that they will be safe from harm.

Brookline has it's share of crimes, but we all do our best to keep you all safe and be there if you should need us. We still feel strong about the Community Policing concept and it is a major goal of our department and a mind set for the officers to do as much as they can for the community and the citizens. We have many programs available to the community such as "Good Morning Brookline" which is a way for the senior citizens of our community to talk to us each morning to let us know they are OK as well as the DARE program for the schools, which allow us to teach your children how bad drugs and alcohol are and how easy it is to say No! Our baseball trading cards are available. Have your son or daughter just ask an officer when they see them for their card and they could be the first one to collect them all.

We always have an open door policy and we would love to hear your ideas and thoughts for how we can serve you better. Take care and I wish you all a safe and happy 2005-year.

Sincerely,

Chief Thomas J. Goulden

2004 BROOKLINE POLICE DEPARTMENT STATISTICS

CRIMINAL ACTIVITY

Alcohol Related Offense	24
Assault	10
Arrests	104
Arson	1
Bad Check	8
Burglary	5
Child Related Incidents	24
Criminal Mischief	57
Criminal Threatening	22
Criminal Trespass	15
Disorderly Conduct	10
Domestic Violence Related	8
Driving After Suspension	11
Driving Under Influence	23
Drug Related Incidents	18
Firearms Related Incidents	2
Forgery/Fraud	6
Harassment	37
Littering	4
Misc. Criminal Activity	29
Reckless Conduct/Operation	8
Resist Arrest	4
Sex Offender Related	5
Stolen Vehicles	1
Thefts	43
Tobacco Related	4
Warrants	7

NON CRIMINAL ACTIVITY

Alarm Activation	117
Animal Complaints	112
Assist Other Departments	154
Civil Complaint/Issues	18
Community Policing Activities	195
Directed Patrols	658
Domestic Disturbance/Issue	24
E-911 Hang Up	42
Found Property	16
Housecheck Request	145
Incident Misc.	58
Juvenile Related	15
Lost Property	12
Missing Person	9
Noise Complaint	16
Pistol Permits	47
Police Information	115
Police Service	190
Protective Custody	25
Record Check Request	4
Ride Along Request	4
Suicide/Attempt	5
Suspicious Person/Vehicle	53
Unsecured Property	12
Untimely Death	2

MOTOR VEHICLE ACTIVITY

Abandoned/Disabled Vehicle	41
Misc. Motor Vehicle	95
MV Accident	68
MV Complaint	44
MV Lockout	35
OHRV Complaint	11
Parking Tickets	10
Summons Issued	214
Warnings Issued	1609

Annual Report of NRPC Activities for the Town of Brookline

Land Use and Environmental Planning

- ❖ Organized the yearly Land Use Planning Workshop for Planning Boards, Conservation Commission and Departments of Public Works in May 2004.
- ❖ Held quarterly luncheons for professional Planning Staff in the Region.
- ❖ Conducted a Regional Housing Needs Assessment.
- ❖ Continued to provide ongoing assistance with planning related questions.
- ❖ Assisted the Planning Board with review of subdivision and site plans.
- ❖ Worked with Brookline Planning Board to conduct a Smart Growth Audit of the Town's land use regulations. Presented a final report of results.
- ❖ Completed an analysis of the Town Center for the Rural and Small Town Planning Guide and presented to the Planning Board.
- ❖ Developed amendments to the Outdoor Lighting, Housing for Older Persons, Home Occupations and Impact Fee sections of the zoning ordinance and subdivision and site plan regulations.
- ❖ Developed Impact Fee schedules to allow collection of impact fees for the CSDA school and the new ambulance facility.
- ❖ Conducted the annual update of the Brookline Capital Improvements Plan.
- ❖ Attended a Conservation Commission meeting to discuss the Regional Environmental Planning Program.
- ❖ Conducted several meetings of the Regional Resource Conservation Committee.
- ❖ Organized five Household Hazardous Waste Collection Events.
- ❖ Represented Brookline for the Nashua River Watershed Association's Source Water Protection Project for the Nissitissit River watershed.

Transportation

NRPC as the designated Metropolitan Planning Organization (MPO) for the region is responsible for developing and maintaining the region's transportation planning program. This includes soliciting, prioritizing and making recommendations on regional and local transportation projects that are funded through Federal or State sources. NRPC is responsible for developing the region's portion of the State's Transportation Improvement Program (STIP), maintaining the regional traffic model, and performing required air quality analyses. In addition, NRPC MPO funds are used to provide municipal technical assistance on transportation issues.

- ❖ Worked with the Planning Board to submit an application for Statewide Planning and Research funds to conduct a corridor study along NH 13.
- ❖ Completed the Transit Plan for the Nashua Region that identifies service needs for the town.
- ❖ Provided a report to the town with traffic count data from the past few years, and updated the NRPC website to provide historic and frequently updated traffic count data.
- ❖ Calibrated the updated regional traffic model for use in analyzing future regional and community-specific projects.
- ❖ Conducted traffic counts as part of NHDOT HPMS traffic counting program.

Geographic Information Systems (GIS)

The GIS Staff at NRPC continues to maintain a diverse collection of spatial databases including local roads, real property parcels, zoning, land use, and environmental conditions. This data is applied extensively to provide mapping and analysis for local and/or regional projects.

- ❖ Completed regular maintenance tasks and performed updates to the regional GIS data, including digitizing new roads, parcels, protected lands, zoning changes, trails, social service or child care providers, land use and other baseline data for each community
- ❖ Mapped and analyzed trends relative to real estate transactions for the year to maintain a tool for monitoring sales trends.
- ❖ Prepared and/or disseminated Census 2000 data in GIS format for local or regional reports
- ❖ Addressed numerous mapping needs from the town officials and the public
- ❖ Initiated a process for conducting an update to the Regional Housing Needs Assessment
- ❖ Continued to update and expand the regional annotation layers for improved clarity, accuracy and detail in mapping tasks,
- ❖ Developed a series of maps for the Conservation Commission defining regional water, soils and open space issues on the community.
- ❖ Completed regular updates the NRPC website www.nashuarpc.org to keep this resource current and relevant
- ❖ Provided mapping support for the Nashua Region Transit Plan.
- ❖ Completed an update to the 1996 Build-Out Analysis of the community.

#200M-43

PLANNING BOARD STATISTICS - 2004

Cases Heard	35
Non-Residential Site Plans Approved	11
Non-Residential Site Plans Disapproved	0
Non-Residential Site Plans Withdrawn.....	0
Earth Removal Permits Approved.....	0
Subdivisions Disapproved.....	0
Subdivisions Approved.....	19
Lot Line Adjustments Approved.....	5
Lot Line Adjustments Disapproved.....	0
New Lots Created.....	72

BOARD OF ADJUSTMENT STATISTICS - 2004

Cases Heard.....	4
Special Exceptions Granted.....	2
Special Exceptions Tabled.....	0
Variances Granted.....	1
Variances Denied.....	1
Appeal of Administrative Decisions.....	1
Second Appeal of Administrative Decisions Accepted.....	0
Second Appeal of Administrative Decisions Denied.....	1
Cases Withdrawn.....	0

MELENDY POND AUTHORITY

Cash on Hand – January 1, 2004:	\$64,166.96
Receipts:	
Received on Leases	1,835.00
Interest on Deposits	1,877.66
Total Receipts:	<u>\$3,712.66</u>
Expenses:	
Banking Expenses	6.00
Road Repairs	1,923.10
Total Expenses:	<u>\$1,929.10</u>
Cash on Hand – December 31, 2004:	<u>\$65,950.52</u>

The assessed valuation of the buildings on the Melendy Pond Authority for 2004 was \$1,771,500, with an anticipated tax return to the town of \$39,504.

Peter Webb, Chairman
Randolph Haight, Secretary
Russell Haight, Treasurer
Peter Cook
Francis LaFreniere

2004 REPORT OF THE BROOKLINE CONSERVATION COMMISSION

The Brookline Conservation Commission (BCC) has been busy this last year committing our resources to overseeing the protection and utilization of natural and watershed resources in Brookline, NH. This is the main responsibility charged to the BCC in its charter. The Conservation Commission is again grateful to the people of Brookline for their support of bonding authority for \$500,000 for the purpose of preserving and protecting undeveloped land in Brookline. With this bonding authority, the Conservation Commission gains greater flexibility in acquiring land with a long range planning perspective.

Three funding sources were available to the Conservation Commission in 2004:

- a. The deposit of 100% of the Land Use Change tax into the Land Acquisition fund,
- b. Bond funds of \$500,000 from the vote of the 2003 Town Meeting,
- c. Bond funds of \$500,000 from the vote of the 2004 Town Meeting.

Thanks to the overwhelming, generous support of our Townspeople, the BCC was able to obtain the following parcels in accordance with our Strategic Land Acquisition Plan during 2004/5, totaling 90 acres. A brief description follows:

- In January, the BCC purchased 35.4 acres, connecting to the west side of the Palmer Preserve (B-71).
- In December, the BCC purchased 30 acres, connecting to Town owned land in the Melendy Pond area (B-95).
- In January, 2005, the BCC purchased several parcels in the vicinity of the Whitcomb Parcel, which was purchased in 2003 with Bond funds. Directly across Dupaw Gould Road from the Whitcomb Parcel is a 6 acre parcel, near the end of Conneck Road is a 7 acre parcel and abutting the Cohen Foundation land, also off Dupaw Gould Road is an 11.34 acre lot. All of these contribute to the wildlife corridor that serves Lake Potanipo to the west (C-26, C-45, C-48).

We continue to work toward the big picture, to interconnect and expand existing conservation areas and preserve the open spaces and rural character of our town.

The BCC was also very busy attending to existing land and conservation issues.

Throughout the year, the BCC reviewed many site plans for subdivisions, home businesses, commercial businesses and lot line adjustments. The BCC provided feedback to the Planning Board, Board of Selectmen and Zoning Board of Adjustment relating to conservation concerns, open space vs. conventional plans and impact to sensitive areas. The BCC would again like to thank all of these boards for their serious consideration of our opinions in these matters.

In the winter, the Hobart/Fessenden Advisory Board addressed the potential for mountain bikers to use the trails and the potential risks and benefits. A public meeting was held and the BCC voted to allow mountain bike use in the Hobart Fessenden Forest. Parking areas at the end of Pope Road and at the Bartell Trail on Route 13 were completed and offer hikers a safe place to park. Thanks to the ice fishermen on Lake Potanipo and Melendy Pond, we were able to start our water testing program by using fishing holes, which saves us creating new holes. It was very cold and we appreciate the cooperation of the fishermen. We sponsored Town Cleanup Day where generous volunteers picked up litter in order to keep our roadsides tidy. The second milfoil treatment of Lake Potanipo was applied as

well as the first for Melendy Pond. The results were very positive. Swimmers and boaters in both areas saw great improvements in many parts of the lake and pond. Though we have applied for grants, the Town is not able to say whether the New Hampshire Department of Environmental Services will be providing grants this year. The BCC has been unable to convince the DES to allow use of a stronger chemical that would reduce the need for treatment from yearly to every 3-5 years, but will continue its efforts. **To all boaters and lake users; please remove any weeds from your boats and boating/fishing equipment before and after using the lake. Milfoil is extremely invasive and hard to control.**

During the summer, the Conservation Commission hosted an informational meeting for builders, contractors and local officials and board members to help explain the new Stormwater Pollution Prevention Plan requirements of the EPA's Phase Two protection plans, which require builders, contractors and landowners to submit plans to stop storm water from carrying silt and sand away from construction sites.

Several other projects are in the works.

Two scouts are working on their Eagle Projects by serving the Town of Brookline through the Conservation Commission. When completed, Nissitissit Park will be improved and map kiosks will be installed at various conservation properties. On New Hampshire Trails Days, a work party cleared a new trail at the Bartell property, creating a nice walking trail with scenic views that passed a huge evergreen tree and will eventually connect with other existing trails. The Hobart/Fessenden Advisory Committee sent a group to work on a trail connecting to the Pope Road access area. Many volunteers gave of their time in the heat of July, for which we are grateful.. Lake Sampling results continue to show reduced oxygen levels at a rate expected for Lake Potanipo and Melendy Pond.

Plans for the coming year include creating a Trails Committee, continuing quarterly supplemental lake sampling, updating our Strategic Land Acquisition Plan and further strategic land acquisition. Again, we would like to thank the people of Brookline for their continued support.

Sincerely,

Laura Libby
Chairman

Building Inspector's Report

Permits Issued January 1, 2004 - December 31, 2004

Type	Number	Revenue
New Single Family Homes	57	\$ 26,193.66
New Two Family Homes	1	\$ 583.25
New Commercial Building	0	\$ -
Additions/Additions Residential	43	\$ 6,760.85
Additions/Additions Commercial	6	\$ 1,937.00
Permit Renewal Commercial/Residential	0	\$ -
Garages/Barns	15	\$ 1,650.00
Sheds	17	\$ 525.00
Pools Above & In Ground	7	\$ 250.00
Decks/Porches	27	\$ 1,475.00
Plumbing/HVAC/Mechanical	36	\$ 1,800.00
Electrical	41	\$ 2,006.50
Masonry/Chimney	25	\$ 1,250.00
Driveway	61	\$ 1,525.00
Cell Tower	1	\$ 75.00
Dumb Elevator	1	\$ 50.00
Demolition	2	\$ 25.00
Fines & Re-inspection Fees	6	\$ 225.00
Total:	346	\$ 46,331.26
Note only:		
Fire Sprinkler Permits	12	\$ 3,000.00

EMERGENCY MANAGEMENT REPORT

CALENDAR YEAR 2004

As a condition between the Planning Board and US Cellular for the location of an additional cellular tower on Ball Hill Road, the company installed the antennas for Ambulance, Fire, Police and Emergency Management during the construction phase. The antennas were purchased through the Department budgets; the coaxial cable cost and the installation cost were donated by US Cellular for an approximate \$15,000.00 savings to the Town.

The Town was awarded \$ 6,875.00 from the Homeland Security II Grant which will be used to defer part of the cost for the Warrant Article at the March 2005 Town Meeting to purchase and install radio repeater equipment at the Ball Hill tower site. With this equipment the Tower will be functional as the second transmitter site for the Ambulance, Emergency Management, Fire and Police Department virtually eliminating the radio dead spots along the Route 13 North corridor.

The Radio Operability project funded by the Homeland Security Grant through the New Hampshire Department of Safety has been partially completed with the installation of the multi-channel radios in the fire apparatus. The installation in the Ambulances has been delayed until additional two-head radios are received by the State from the manufacturer.

Coordination with the Planning Board has been an ongoing process in the selection of street names for new subdivisions and proper street numbering in accordance with the Town Ordinance. Liaison with New Hampshire E-911 Emergency Communications Agency is a continual process to ensure addresses and phone numbers are compatible for prompt and efficient response by emergency services.

Although we have a plan for sheltering and feeding townspeople during any natural or manmade emergency, the Town was again fortunate in that no emergency occurred this year requiring the opening of the shelters.

Respectfully submitted,
Wesley N. Whittier, Emergency Management Director

2004 ROAD AGENT'S REPORT

GENERAL MAINTENANCE

BUDGET APPROPRIATIONS		\$ 110,000.00
EXPENDITURES		
Clean-up		
F.B. Hale - Sweeper	\$	9,040.00
C.L. Farwell Const. LLC	\$	14,816.66
Drainage , cleaning catch basins , culverts and road edges		
Bellemore Catch Basin Cleaners	\$	1,947.50
C.L. Farwell Const. LLC	\$	64,720.00
Miscellaneous		
State of N.H. - Signs	\$	1,618.48
Installing & repairing Street Signs	\$	3,395.00
State of N.H. - Dam Permit	\$	300.00
Bingham Lumber - Bark Mulch	\$	336.00
Striping Townsend Hill Road	\$	2,475.00
Seal -Tec. - Crack sealing	\$	5,820.00
Mowing, trash removal, roadside brush cleanup, maintaining town properties	\$	8,675.00
Patching		
Brox Industries	\$	412.64
C.L. Farwell Const. LLC	\$	2,680.00
Graveling and Grading		
Grader	\$	10,812.75
Granite State Concrete	\$	1,229.01
Burbee Sand & Gravel	\$	2,295.00
C.E. Corey Septic Systems	\$	475.20
Equipment & Labor	\$	<u>5,765.00</u>
TOTAL EXPENDITURES	\$	136,813.24

SNOW PLOWING

BUDGET APPROPRIATION		\$ 75,000.00
EXPENDITURES		
Kinney Landscaping	\$	615.00
C.L. Farwell Const. LLC	\$	<u>65,735.25</u>
TOTAL EXPENDITURES	\$	66,350.25

SANDING

BUDGET APPROPRIATION		\$ 95,000.00
EXPENDITURES		
Burbee Sand & Gravel	\$ 6,299.25	
Hollis Construction	\$ 765.00	
S.E.A.R.S. Ecological Co. (ice ban)	\$ 1,695.00	
Bingham Lumber Co. (sand storage)	\$ 1,200.00	
Innovative Supplies (ice ban)	\$ 1,940.97	
C.L. Farwell Const. LLC	<u>\$ 88,586.25</u>	
TOTAL EXPENDITURES	\$ 100,486.47	

DUST CONTROL

BUDGET APPROPRIATION		\$ 5,500.00
EXPENDITURES		
Water Truck & Pump	<u>\$ 3,977.25</u>	
TOTAL EXPENDITURES	\$ 3,977.25	

BRUSH CUTTING

BUDGET APPROPRIATION		\$ 7,000.00
EXPENDITURES		
Daryl Pelletier	<u>\$ 3,574.98</u>	
TOTAL EXPENDITURES	\$ 3,574.98	

SIDEWALKS

BUDGET APPROPRIATION		\$ 15,000.00
EXPENDITURES		
New Earth Creations	\$ 8,301.00	
Fletcher Granite Co.	\$ 525.00	
Granite State Concrete	\$ 374.75	
Continental Paving	\$ 3,870.00	
Brox Industries	\$ 248.50	
C.L. Farwell Const. LLC	<u>\$ 4,875.00</u>	
TOTAL EXPENDITURES	\$ 18,194.25	

TREE WARDEN

BUDGET APPROPRIATION		\$ 2,000.00
EXPENDITURES		
C.L. Farwell Const. LLC	<u>\$ 1,000.00</u>	
TOTAL EXPENDITURES	\$ 1,000.00	

STREET LIGHTING

BUDGET APPROPRIATION		\$ 7,000.00
EXPENDITURES		
Public Service of NH	\$ 6,528.38	
TOTAL EXPENDITURES	\$ 6,528.38	

GENERAL HIGHWAY EXPENSE

BUDGET APPROPRIATION		\$ 500.00
EXPENDITURES		
Public Service of NH	\$ 552.78	
TOTAL EXPENDITURES	\$ 552.78	

RESURFACING ROADS

BUDGET APPROPRIATION		\$ 100,000.00
EXPENDITURES		
Resurfaced Rideout Rd, Nightingale Rd Kodiak Rd, Myopia Hill Rd, Hood Rd, McIntosh Rd and Conneck Rd.		
Continental Paving	\$ 92,566.50	
Brox Industries	\$ 1,486.30	
C.L. Farwell Const. LLC	\$ 5,321.25	
F.B. Hale	\$ 920.00	
TOTAL EXPENDITURES	\$ 100,294.05	
TOTAL BUDGET APPROPRIATION		\$ 417,000.00
TOTAL EXPENDITURES	\$ 437,771.65	
BALANCE		\$ (20,771.65)

ROCKY POND PROJECT

MONIES AVAILABLE		
2004 Road /Bridge improvements		\$ 50,000.00
EXPENDITURES		
Continental Paving	\$ 9,490.00	
W.M. Lamarre Concrete Products	\$ 1,402.50	
C.L. Farwell Const. LLC	\$ 24,070.00	
Meridian Land Services	\$ 487.50	
TOTAL EXPENDITURES	\$ 35,450.00	
BALANCE IN ACCOUNT		\$ 14,550.00

Gerald G. Farwell
Road Agent
Clarence L. Farwell
Tree Warden

REPORT OF THE FIRE ENGINEERS FOR 2004

The Fire Department responded to a total of 141 calls, which resulted in a total of 1600 Fighter hours through November 30, 2004 which was an increase from 2003 with 114 calls/ 1122 Fighter hours.

CALLS

House/Structure	4	CO Detectors	3	Chimney	4
Brush/Illegal Burn	6	Car Accidents	39	Mutual Aid-Given	16
Alarm Activations	30	Gas/Propane/Oil	10	Mutual Aid-Received	4
Assist Police	3	Smoke Check	7	Assist Ambulance	2
Car Fires	2	Electrical	1	Wires/Trees	5
Public Assists	5				

The support that is received by the Fire Dept. from the residents of Brookline is greatly appreciated and it is a pleasure allowing us to keep you and your property as safe as possible. The Town of Brookline is still growing at a rapid pace with new residential subdivisions. The plans for these subdivisions must be reviewed by the Fire Inspector and Board of Fire Engineers for Fire Protection. Once approved individual residences require at least one inspection and sometimes two inspections by the Fire Inspector. In the year 2004 there were 18 Oil burner permits issued, 51 Gas Burner Permits Issued, 23 Chimney Inspections, and 3 assembly permits. Along with these are the Fire Prevention/Fire Safety Inspections of our two elementary schools which take place a minimum of twice a year and the inspection of local businesses, Day Cares, Foster Homes, and Town Buildings. The Fire Department is looking into expanding the existing Fire Prevention program that is in place. The two principals and teachers of our schools have incorporated THE RISK WATCH EDUCATION PROGRAM into their curriculum. We would like to believe that the lack of major fires or fire related injuries is due to these two programs that are in place and the cooperation of our students.

Between 2003-2004 the Fire Department received a total of \$16,864 from the FEMA ACT GRANT and the HOMELAND SECURITY GRANT. With these funds we were able to purchase the transmitter receiver for the Thermal Imaging Camera, a portable hydraulic extrication tool, a Power Point Projector system, a DECON/WATER RESCUE TRAILER, Decon equipment and an Accountability tag system. Purchasing these items with the grants enabled us to keep them out of the budget, thus reducing the taxes.

We would also like to thank the Firemen's Association for their donation of equipment in which we did not have to ask for in the budget. And we are all looking forward to the 2nd Annual DUCK RACE in the fall of 2005.

We would like to thank Lee Duval for a great job with keeping our records straight, office running smoothly, and keeping all of us in line.

We would like to thank Ron Denehy for keeping the building and the Grounds in the shape they are today.

Finally the Board of Fire Engineers, Fire Inspector, and Firefighters would like to thank our wives and families for allowing us to take time away from our families to answer Fire Calls and assist in protecting our community.

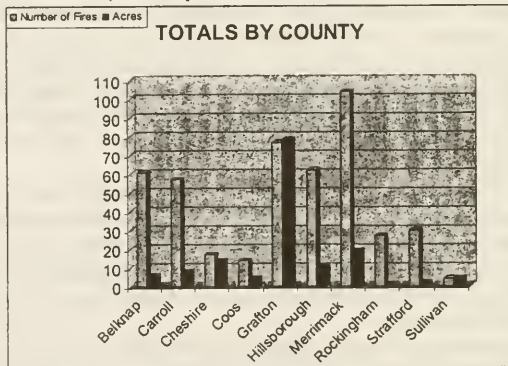
Curt Jensen
Charles Corey
David Santuccio

Report of Forest Fire Warden and State Forest Ranger

Your local Forest Fire Warden, Fire Department, and the State of New Hampshire Division of Forests & Lands cooperate to reduce the risk of wildland fires in New Hampshire. To help us assist you, contact your local Forest Fire Warden or Fire Department to find out if a permit is required before doing ANY outside burning. A fire permit is required for all outside burning unless the ground is completely covered with snow. The New Hampshire Department of Environmental Services also prohibits the open burning of household waste. Citizens are encouraged to contact the local fire department or DES at 1-800-498-6868 or www.des.state.nh.us for more information. Safe open burning requires diligence and responsibility. Help us to protect New Hampshire's forest resources. For more information contact the Division of Forests & Lands (603) 271-2217, or online at www.nhdf.org.

This last year was fairly wet throughout the spring and summer months, however we finished the season with an active fall fire season. In order to meet an increased demand for services, the Forest Protection Bureau was reorganized into three regions with smaller Forest Ranger Districts and over the last several years we have added two Forest Rangers. The fifteen state fire towers were the first to report on many fires throughout the state and they completed many other projects on the low fire danger days. The state implemented a program called Tower Quest to help citizens learn about fire towers and the need to protect New Hampshire's forest resources. The United States celebrated Smokey Bear's 60th birthday in 2004, and celebrations were held throughout the state. Please help Smokey Bear, your local fire department and the state's Forest Rangers by being fire smart and fire safe!

2004 FIRE STATISTICS
(All fires reported as of November 18, 2004)



CAUSES OF FIRES REPORTED

Arson	15	2004	462	147
Campfire	41	2003	374	100
Children	12	2002	540	187
Smoking	19	2001	942	428
Debris	201			
Railroad	1			
Equipment	5			
Lightning	5			
Misc.*	163	(*Misc.: power lines, fireworks, electric fences, etc.)		

Total Fires Total Acres

ONLY YOU CAN PREVENT WILDLAND FIRE

Conflict of Interest Committee Report

The Conflict of Interest Committee was chartered by the 2004 Brookline Town Meeting to examine and report on the need for a Conflict of Interest Ordinance and/or Policy for the Town. This report is the result of the work by the Conflict of Interest Committee.

SUMMARY

The Conflict of Interest Committee consisted of the following five citizens, appointed by the Town Moderator, Tom Arnold:

Christina McKillop	Chairman
David O'Sullivan	Vice-Chairman
James Murphy	Secretary
Robert Parodi	Selectman's Representative
Betty Hall	At-Large Member

The committee held their first meeting on April 22, 2004, meeting approximately bi-weekly throughout the summer of 2004.

The committee began by examining existing ethics regulations and policies of other communities in New Hampshire. In all, material from eleven different towns were reviewed by the committee. It was soon discovered that there were basic ethical guidelines that appeared in nearly all as a recurring common theme.

The committee identified these as "brightline" issues; ethical standards that are clear, easily understood, and not subject to interpretation or inference. We assembled these brightline issues into our recommended Code of Ethics.

The committee also sought input from both the public as well as officials of the Brookline town government. Letters were sent to all offices, boards, committees and commissions, as well as solicitations in two local newspapers. The committee received a total of ten letters in response. Some letters expressed a concern over potential Conflicts of Interest in current or past town affairs while others expressed concern over the committee's function.

The committee reviewed the bylaws or operating procedures for all town boards, committees, and commissions and noted that differing levels of preparation for dealing with Conflict of Interest.

The Planning Board and Zoning Board of Adjustment have specific RSAs that govern Conflict of Interest (RSA 673:14). The Planning Board, Zoning Board of Adjustment, Conservation Commission, and Board of Selectman have procedures in place for designating alternates to fill in for recused members. No other town board, committee,

commission, or department has addressed the issue of Conflict of Interest, or the issue of identifying alternate members.

RECOMMENDATIONS

The committee makes the following recommendations:

1. The committee found that the issue of Conflict of Interest is multifaceted. One facet is education. The town should develop basic training materials that explain what is and is not a conflict of interest as well as the implications of Conflict of Interest. These materials should include examples and scenarios of what are, and equally important, what are not conflicts of interest.
2. Another facet of Conflict of Interest is one of communication. Often times town officials are taking correct actions with regard to potential conflicts of interest but their actions are not well documented or communicated, leaving a perception of impropriety where none exists. Town officials should more fully document and formalize decision-making procedures and all boards, committees, commissions, and departments should maintain records of important decisions in either minutes or other appropriate documentation.
3. All town boards, commission, committees, departments and officials should consider, in advance, how alternates will be designated should an official recuse himself or herself. Procedures for designating the alternate should be included in the bylaws or operating procedures of that board, commission, committee or department.

For the following public servants who are not part of a board, committee or commission, a standing policy for designating an alternate, not similarly conflicted, should be established by the Board of Selectman:

Road Agent
Building Inspector
Code Enforcement Officer
Chief of Police
Ambulance Director
Emergency Management Director
Overseer of Public Welfare
Selectman's Administrative Assistant and office staff

For the following public servants who are not part of a board, committee or commission, a standing policy for designating an alternate, not similarly conflicted, should be established by the Fire Wards:

Fire Inspector
Fire Chief

4. All town boards, commissions, committees, departments, and officials should immediately adopt the recommended Code of Ethics on their own authority, adapting its provisions to address the specifics of their own offices.
5. The Board of Selectmen should place upon the Town Warrant a Sense of the Meeting article encouraging each and every town board, commission, committee, department and official to adapt and adopt a code of ethics based up that Sense of the Meeting Warrant Article.

The committee also observed situations, not specifically related to Conflict of Interest, but worthy of consideration by the Board of Selectmen. We make the following recommendations based on these observations.

1. There is no single repository for official town documents. Our search for all town by-laws was complicated by the realization that documents were not centrally compiled into a single cohesive document. Several of the towns we encountered had all their municipal ordinances, regulations, by-laws, and operating procedures collected in a single municipal code. This compiled code was also provided online as part of their town web site. We recommend that Brookline consider consolidating their disparate municipal documents into an organized central document for easier reference and to post and maintain the same on the town web site.
2. There may be town officials without a working understanding of the basic requirements of public office, in particular, the requirements of RSA 91-A. We recommend that the Town develop introductory training materials on the basics of municipal leadership and the legal requirements. This material could be combined with the ethics training materials mentioned previously.

MARRIAGES
JANUARY 01, 2004- DECEMBER 31, 2004

DATE/PLACE	GROOM/BRIDE	RESIDENCE	BY WHOM MARRIED
Jan 12 Brookline NH	Richie R Maisonet Christina Gonzalez	Fitchburg MA Fitchburg MA	Nancy B Howard Justice of the Peace
Feb 14 Brookline NH	Michael A Breault Linda M Breault	Nashua NH Milford NH	Wayne LeFebvre Justice of the Peace
Mar 13 Bedford NH	Brian J Hayes Dawn C Palattella	Fitchburg MA Fitchburg MA	Louise Supple Justice of the Peace
Mar 13 Bedford NH	Tung T Nguyen Monika C Shannon	Bethesda MD Bethesda MD	Zita Lamb Justice of the Peace
Mar 15 Brookline NH	David C Boggio Lori J Beauchemin	W. Townsend MA W. Townsend MA	Nancy B Howard Justice of the Peace
Mar 27 Bedford NH	Paul J Doran Roxanna M Hoover	Brookline NH Brookline NH	James M Addonizio Justice of the Peace
Apr 04 Nashua NH	Charles R Gullledge Ava L Schwarz	Brookline NH Brookline NH	
May 02 Hudson NH	Max A Meinhardt Cathlin E Daley	Brookline NH Brookline NH	Katherine A Sheehan Justice of the Peace
May 15 Waterville Valley NH	Michael J Jordan Lauren T Palizzolo	Foxborough MA Foxborough MA	Jerome Penberg Justice of the Peace

May 22 Hollis NH	Gregory M Thibault Elisabeth J Wells	Brookline NH Brookline NH	John A Terry Pastor
May 22 Hollis NH	Nicholas A Plante Jessica F Callahan	Brookline NH Nashua NH	
May 28 Nashua NH	Han C Lee Jiyun Nam	Nashua NH Brookline MA	
May 29 Brookline NH	Edward Whitney Donna L Blair	Lowell MA Lowell MA	Wayne V LeFebvre Justice of the Peace
May 29 Mason NH	Daniel P Lawn April D Ward	East Kingston NH Brookline NH	
June 04 Nashua NH	Dean A Macdermod Sio L Ung	Brookline NH Macau China	
June 19 Greenfield NH	David R Kinney Jr Rachel M Carver	Brookline NH Greenfield NH	Daniel Osgood Reverend
June 25 Brookline NH	Carl D Allen Stacey J Atkins	Sarasota FL Sarasota FL	Beverly F Allen Justice of the Peace
June 26 Wilton NH	Paul R Hamilton Katherine E Vallier	Brookline NH Brookline NH	Christine P Fletcher Justice of the Peace
June 26 Hollis NH	Ronald W Marchant Sarah R Haight	Vernon CT Brookline NH	
July 17 Greenfield NH	John P Streit Susan Knight-McCandless	Brookline MA Greenfield NH	

Aug 08 Whitefield NH	Joseph S Stubblefield Brenda I Evans	Townsend MA Townsend MA	John Staublefield Ordained Minister
Aug 25 Francetown NH	Albert E Frenette Lisa J Brackett	Brookline NH Brookline NH	O. Alan Thuander Justice of the Peace
Aug 28 North Conway NH	David G O'Connell Linda T Churchvara	Abington MA Abington MA	June L Vendrillo Justice of the Peace
Sept 26 Brookline NH	Kenneth A Turkington Juliet Wheeler	Brookline NH Concord MA	
Oct 09 Brookline NH	Gerald Murphy Jill T Baumgartner	Brookline NH Brookline NH	
Nov 06 Nashua NH	Gary E McKeek April J Francis	New Boston NH New Boston NH	Philip J Nieto Pastor
Nov 07 Brookline NH	Martin F Mooney Cheryl M Watkinson	Brookline NH Brookline NH	Robert H Dumais Justice of the Peace
Nov 22 Brookline NH	Mark A Woodward Alla Zaiko	Leominster MA Leominster MA	Nancy B Howard Justice of the Peace

2004 BIRTHS
 JANUARY 01, 2004-DECEMBER 31, 2004

DATE OF BIRTH	NAME OF CHILD	MOTHER & FATHER
Jan 02	Zavier Paul Morales	Pamela & Antonio Morales
Jan 07	Emma Beth Harley	Donna Neves & Adam Harley
Jan 17	Grover Cleveland Farwell	Rebecca & Grover Farwell
Jan 21	Natalie Karen Coutu	Karen & Michael Coutu
Jan 26	Mia Victoria Karlsson	Nicole & Joakim Karlsson
Jan 26	Thea Victoria Farrow	Heidi & Dana Farrow
Jan 29	Kathryn Sophia Hersey	Lynda & Gregory Hersey
Jan 29	Kaitlyn Marie Castriotta	Anne & Michael Castriotta
Feb 02	Riley Matthew Macguire	Patricia & Matthew Maguire
Feb 14	Ian Patrick Stewart	Mary & Andrew Stewart
Feb 14	Kestra Erin Stewart	Mary & Andrew Stewart
Mar 19	Ethan Everet Byrd	Consuelo & Craig Byrd
Mar 29	Stephanie James Reap	Leslie & Christopher Reap
Mar 31	Alexander Joseph Marchant White	Jennifer & Andrew White

Apr 07	Angel Simran Kohli	Melanie & Naveen Kohli
Apr 07	Meghan Divya Kohli	Melanie & Naveen Kohli
Apr 08	Carolyn Elizabeth Hultz	Angela & Paul Hultz
Apr 13	Meaghan Joan Louise Coutu	Jennifer & William Coutu
Apr 15	Grace Elizabeth Pestana	Patricia & Christopher Pestana
Apr 23	Theodore Jack Weismann	April & Edward Weismann
May 01	Kevin Eugene Lavery	Diane & Kevin Lavery
May 03	William Kenneth Scales	Stephanie & William Scales
May 07	Braeden George Lamonakis	Jennifer & Christopher Lamonakis
May 07	John Andrew Macfarlane	Mary & Andrew Macfarlane
May 07	Philip Christopher Brown	Christina & Christopher Brown
May 23	Cole William Rodman	Amy & Laurence Rodman
May 23	Jordan Harris Rodman	Amy & Laurence Rodman
June 11	Jacob Philip Tafe	Amy & Shawn Tafe
June 16	Julia Bajenaru	Manuela & Constantin Bajenaru
June 21	Olivia Marie Pouliot	Jennifer & Jeffrey Pouliot
June 22	Elisabeth Rose Stapelfeld	Dawn & Douglas Stapelfeld

June 24	Jacob Henry Roy	Bridget & John Roy
July 04	Brady Mitchell Rogers	Lisa & Donald Rogers
July 07	Rachel Ann Lindof	Pamela & David Lindof
July 14	Philip Thomas Salisbury	Tammy & Joseph Salisbury
July 16	Noah Marshall Doran	Roxanna & Paul Doran
July 23	Joshua Joseph Lapointe	Kathleen & Christopher Lapointe
July 29	Emily Michele Turnbull	Michele & Glenn Turnbull
Aug 12	Troy Alexander Moscatelli	Joan & Marc Moscatelli
Aug 16	Brady David Cheyne	Crystal & Scott Cheyne
Aug 20	Henry David Kotarski	Kimberly & Anthony Kotarski
Aug 23	Andrew Joseph Savageau	Christina & Jeffrey Savageau
Aug 23	Mikayla Jolene Savageau	Christina & Jeffrey Savageau
Aug 23	Joseph Leonard Raneri	Inna & Joseph Raneri
Aug 26	Logan Mitchell Ward	Rebecca Mitchell & Roy Ward
Sept 01	Marshall Alexander Langlois	Haylie & Luke Langlois
Sept 01	Lukas James Gustafson	Kristina & Eric Gustafson

Sept 21	Madalyn Marie Whitcomb	Katie Whitcomb
Sept 25	Emma Faith Walker	Colleen & Peter Walker
Oct 03	Jessica Lindsay Callaghan	Meredith & Michael Callaghan
Oct 12	Austin Allen Daniels	Christine & Matt Daniels
Oct 12	Joshua David Scalia	Lisa & Peter Scalia
Oct 18	Sydney Juliet Rice	Alison & Alan Rice
Oct 27	Logan Sameul Vogel	Tara Levesque-Vogel & David Vogel
Oct 29	John Henry Sommer	Wendy & Scott Sommer
Oct 29	Matthew Joseph John McLaughlin	Carrie & Michael McLaughlin
Oct 31	Harrison James Migneault	Lisa & Matthew Migneault
Nov 03	Amanda Rose Ulicny	Jennifer & Stephen Ulicny
Nov 03	Charles Arthur Hale	Emily & Timothy Hale
Nov 21	Skyla Via King	Jamie McMullen & Christopher King
Nov 23	Gregory John Kalfelz	Kathleen & John Kalfelz
Dec 22	Zachary Craig Tiner	Candice & Anthony Tiner
Dec 28	Drew Arthur Delude	Mary & Jamie Delude

DEATHS

JANUARY 1, 2004- DECEMBER 31, 2004

DATE OF DEATH	PLACE OF DEATH	NAME	PLACE OF BURIAL
Mar 02, 2003	Nashua NH	Elizabeth G Rynne	Mount Auburn Cemetery, Cambridge MA
Jan 05	Nashua NH	Philip D Gregoire	Pine Grove Cemetery, Brookline NH
Jan 11	Exeter NH	Mary E Russell	Lakeside Cemetery, Brookline NH
Jan 21	Concord NH	Lotis A Grover	Pine Grove Cemetery, Brookline NH
Apr 07	Nashua NH	Angel S Kohli	Pine Grove Cemetery, Brookline NH
Apr 12	Lebanon NH	James Harris	
May 02	Nashua NH	Terence A Denehy	Lakeside Cemetery, Brookline NH
May 11	Milford NH	Gladys J Bergh	Pine Grove Cemetery, Brookline NH
May 19	Nashua NH	Herbert Smith	
July 08	Derry NH	Norman J Homoleski Sr	Pine Grove Cemetery, Brookline NH
July 29	Merrimack NH	Hilda Stow	Pine Grove Cemetery, Brookline NH
Aug 25	Brookline NH	Dorothy G Cook	Pine Grove Cemetery, Brookline NH
Sept 19	Nashua, NH	Richard Clason	New Swedish Cemetery, Worcester MA
Oct 02	Venice, FLA	Constantino Fusco	Pine Grove Cemetery, Brookline NH
Nov 21	Brookline, NH	Mark A Lewis	Phaneuf Crematorium, Manchester NH

ANNUAL REPORT OF THE OFFICERS
of the
BROOKLINE SCHOOL DISTRICT
2004

OFFICERS

Mrs. Susan Heard	Term Expires 2005
Mr. Mike Molkentine	Term Expires 2006
Mr. David Partridge	Appointed 2005
Mr. Thomas I. Arnold, Jr., Moderator	Term Expires 2005
Mr. Russell Heinselman, Treasurer	Term Expires 2005
Mrs. Kathleen O'Sullivan, Clerk	Term Expires 2005

ADMINISTRATION

Dr. Kenneth L. DeBenedictis, Superintendent of Schools
Ms. Carol A. Mace, Director of Curriculum and Instruction
Mrs. Lee Ann Blastos, Business Administrator
Mr. Robert R. Kelly, Director of Special Education

Mrs. Elizabeth Eaton, Principal, Richard Maghakian Memorial School
Mrs. Lorraine S. Wenger, Principal, Capt. Samuel Douglass Academy
Mr. Kevin W. Stone, Assistant Principal, Brookline Elementary Schools

SCHOOL WARRANT

The State of New Hampshire

POLLS OPEN AT 7:00 AM - WILL NOT CLOSE BEFORE 7:30 PM

To the inhabitants of the School District of the Town of Brookline qualified to vote in District affairs.

YOU ARE HEREBY NOTIFIED TO MEET AT THE CAPT. SAMUEL DOUGLASS ACADEMY IN SAID DISTRICT ON THE EIGHTH DAY OF MARCH, 2005, AT SEVEN O'CLOCK IN THE MORNING TO ACT UPON THE FOLLOWING SUBJECTS.

1. To choose a Moderator for the ensuing year.
2. To choose a Clerk for the ensuing year.
3. To choose a Treasurer for the ensuing year.
4. To choose a member of the School Board for the ensuing three years.
5. To choose two members of the School Board for the ensuing two years.
6. To choose a member of the School Board for the ensuing year.

GIVEN UNDER OUR HANDS AND SEALS AT SAID BROOKLINE THIS EIGHTH DAY OF FEBRUARY, 2005.

Susan Heard, Chair
Mike Molkentine
David Partridge
SCHOOL BOARD

A true copy of the Warrant attest:

Susan Heard, Chair
Mike Molkentine
David Partridge
SCHOOL BOARD

BROOKLINE SCHOOL DISTRICT WARRANT
THE STATE OF NEW HAMPSHIRE

To the inhabitants of the School District of the Town of Brookline in the County of Hillsborough State of New Hampshire, qualified to vote in District affairs.

YOU ARE HEREBY NOTIFIED TO MEET AT THE CAPT. SAMUEL DOUGLASS ACADEMY GYMNASIUM IN SAID DISTRICT ON MONDAY, THE **FOURTEENTH DAY OF MARCH, 2005**, AT SEVEN O'CLOCK IN THE EVENING TO ACT UPON THE FOLLOWING SUBJECTS.

Due to printing deadline of the Brookline Town Report, and the fact that neither the Budget Hearing nor the deadline for petition warrant articles had occurred by the printing deadline, the Warrant will not be published in the Town Report this year.

The completed Warrant and Budget will be posted on February 27th and copies will be available at the Town Hall, the Brookline Schools and SAU Office.

Susan Heard, Chair
Mike Molentine
David Partridge
SCHOOL BOARD

Brookline School District Meeting
Gymnasium, Captain Samuel Douglass Academy
Monday March 15, 2004
7:00PM

The Annual Brookline School District Meeting started at 7:05PM with the pledge of Allegiance.

Susan Heard started the meeting with to thank assorted people starting with members of the Brookline School Board, Kathleen O'Sullivan and Michael Molkentine, Patti Howard for her 3 years of Service as the Brookline School District Clerk, All of the Administrators in the SAU office, Liz Eaton, Laurie Wenger and Kevin Stone, Director of Special Education, Bob Kelly, Director of curriculum, Carol Mace, Business Administrator, LeAnn Blastos, Superintendent Dr. Ken DeBenidictis who was voted Superintendent of the Year in the State of New Hampshire. The wonderful Staff at the Brookline Schools" you've done an outstanding job with the kids."

The Finance Committee for all of your support and attending all of the workshops, The school Board would like to Welcome Tom Flaherty to the School Board. Lastly they would. Like to Thank Kathy O'Sullivan for her 3 years of dedicated service to the Brookline School Board, and 10 years of public service supporting our schools. Kathy began her work with the School Board as the School District Clerk for 7 years, she then became a member of the School Board and has served for 3 years, half of the time as Chairwoman, She will now be coming back this year to serve as Brookline School District Clerk again. We are very grateful for Kathy and to her family for the countless hours she has dedicated to the betterment of our schools. Her leadership, abilities and siteful perspectives and thoughtful comments will be sorely missed. We wish Kathy the very best in her work at the New Hampshire School Board Association where she will continue to support our schools and other schools in the state. Good Luck and we'll miss you. (The Brookline School presented Kathy with a plaque.)

Article #2 -To see if the school district will vote to raise the appropriate sum of \$5,663,032.00 for the support of schools, for the payment of salaries of school district officers and agents and for the payment of statutory obligations of the district. This appropriation does not include any of the other warrant articles.

First - Kathleen O'Sullivan

Second - Michael Molkentine

Susan Heard discussed the District Goals. They where discussed in the order that follows:

Vision: To provide all students of the Brookline School District a learning environment that stresses the ongoing development and implementation of a rigorous curriculum that meets and challenges individual's needs, affords the opportunity for exposure to exceptional and effective instructional practices, and builds upon a successful partnership with parents and community.

Susan stated that she feels that the administration has done a great job at accomplishing these goals.

To continue to develop and expand the current curriculum in accordance with SAU41 and the

NH state frameworks.

To continue to provide all students with a variety of instructional activities and techniques to meet their varied learning styles and support the range of academic needs.

To develop and refine assessment tools that will better inform and guide instructional practices.

To support and guide professional staff so as to ensure best practices and demonstrate academic excellence in all areas.

To foster a positive relationship that promotes the inherent partnership of the schools and the community.

To provide an optimal learning environment for all students.

Susan stated that all of these areas are supported by the detailed Goals report, Monthly updates by school administrators, a detailed goals review and 2003-04 Goals & long term District Goals.

Susan Heard then discussed Enrollment.

She started the presentation with the latest projection figures from Dexter Decker and Lorna Spargo.

The Brookline school board has put together recommendations for maximum class size. This is something that hasn't been done in the past as far as being documented.

The class size recommendations are as follows:

Grade	Max
K	20
R	18
1-3	22
4-6	25

Accurate projections for Kindergarten, Readiness and 1st grades are difficult to guarantee. Projections are derived from the Cohort Survival Ratio.

Susan stressed that these numbers are recommendations that came from much discussion from the administration, they are not policy. But they are the guidelines they are using.

Ms. Heard also the projected class sizes for Current and Projected

	Current	Projected
Grades	2003-2004	2004-2005
Kindergarten	75	73

Readiness, 1	94	121
2-6	450	433
Totals K-6	*582	*591

*Totals reflect Kindergarten numbers divided in half.

The next chart Projects the Prior 5 years & Projected 5 years

	K	R	I	2	3	4	5	6	*RMMS	CSDA	*K-6
98-99	0	17	87	78	87	70	72	73	339	145	484
99-00	59	16	74	90	77	84	72	78	371	150	521
00-01	78	6	85	80	94	82	85	75	386	160	546
01-02	68	14	78	83	85	101	85	85	395	170	565
02-03	68	16	88	78	86	83	102	88	385	190	575
03-04	73	14	80	85	79	88	91	107	383	198	581
04-05	73	16	105	78	88	81	92	94	405	186	591
05-06	53	14	95	102	81	90	85	95	409	180	589
06-07	83	15	100	92	106	83	94	88	438	182	620
07-08	73	11	73	97	95	109	87	97	422	184	606
08-09	73	17	114	71	100	97	114	90	436	204	640

Susan Heard stated after looking at the graph that the 2006-07 population projections indicate that RMMS could have over crowding and that the 4th graders may need to be moves to CSDA.

Susan then moved forward to Warrant Articles #2.

Operating Budget

She stated that the Adopted Operating Budget for 2003-04 was \$5,227,778.00

The proposed 2004-05 Budget is \$5,518,452.00 the variance between them

Is \$290,674.00. That equates to a 5.56% increase.

Susan said “They Maintained a flat line operating budget for most accounts and

The Operation of the plant account decreased -\$21,148.00”

The major Line Item changes are as follows:

Teacher Lane Changes and Course Reimbursements are up \$38,335

Lane changes are contractual and they were decided on 2 years ago.

Special Education \$80,141.00 these are increases mandated by the state.

Health Insurance and Benefits \$22,863.00

New Language Arts Program \$33,006.00 the Administration has recommended that the School Board look at a new Language arts program. The current language arts program dates back to 1991.

Susan stated “they have put together a formal technology plan for computers. The plan States that they are looking at a \$15,750.00 increase for upgrades. It’s determined that if we can budget \$15,750.00 this year and in subsequent years we can maintain our technology.”

District Assessment is up \$18,057.00 it is for support of our SAU office.

New Positions are \$80,581.00

The brake downs are as follows:

- Math Specialist: \$49,904.00
- .2 Guidance: \$8,068.00
- .4 Secretary: \$6,859.00
- Special Education: \$15,749.00

The Proposed Operating Budget for the 2004-05 is \$5,518,452.00

The break down is:

- Salaries 46%
- Special Education 15%
- Benefits 13%
- Bond 10%
- Supplies/ Prop/ Equip 5%
- Facility 4%
- Buses 3%
- SAU 3%
- New Positions 1%

Brookline School District 2004-2005 Budget Summary

	Adopted 03-04	Proposed 04-05	Variance	%
Operating Budget	\$5,227,778	\$5,518,452	\$290,674	5.56%

Negotiated Increase for Professional Staff			\$202,556	3.8%
Negotiated Increase for Staff Support			\$30,640	0.59%
RMMS Phone System			\$10,000	0.19%

TOTAL			\$5,906,228.00	9.94%
9.94%				

Brookline School District 2004-2005 Tax Impact

Provided by the Brookline Finance Committee

			Increase 04-05	2004-2005 Tax impact per \$1000.00
Operating Budget			\$290,674	\$.69
Negotiated Increase for Professional Staff			\$202,556	\$.48
Negotiated Increase for Staff Support			\$30,640	\$.07
RMMS Phone System			\$10,000	\$.02

TOTAL			\$533,870.00	\$ 1.26
9.94%				

Susan stated that Kathleen O'Sullivan did some research on a cost per pupil Comparison for the year 2003.

Susan said that "she is aware that it is a large increase, but we are looking at a school district that

is growing rapidly.” A population that is growing rapidly and that they are hearing from the community that they want higher achievement, more opportunity for the children to learn, and more accountability, but they can’t do it without increased support from the community. Sue said “That the graph was not really clear and that she apologized for that but she would read the chart. From the far right is Hudson, Wilton, and Brookline at \$6933.92, Nashua, Mount Vernon, Merrimack, Hollis. The State average is \$7961.42, then we have Milford and Amherst being at the highest cost per pupil.

So it can give you a sense of comparison as to where we fall in how much we spend per pupil in our schools compared to the state average and compared to other districts in the area. It’s our feeling as a School Board that it’s high time. We have put many things on the back burner many new programs, many new positions have not asked for a lot for the schools in the past couple of years in the way of programs and curriculum. This year we are asking for it and this is why. So if we want a higher education for our children, we want more opportunities for them, we want to provide the kind of education the parents are looking for these are the kind of changes we need to make.

Ernie Hudziec stated, “That he wanted to put the budget into perspective. In FY 98 the budget of the Brookline School District was approximately 3million dollars. That’s 8 years ago. The student population was 431. In FY 2001 the budget was 3.9 million dollars. Student population of 548. In 2003 the budget was 5 million dollars. Student population of 577. With all of the Warrants probably be approved the budget will be close to 6 million dollars. The student population of approximately 591. That’s a 1 million dollars increase in 2 years. The Brookline School District is a good school system that’s what parents say continuously. We’ve added a Math coordinator and now a Math Specialist, We’re spending \$16,000.00 on computers to replace computers in this building that are less than 5 years old. I think publicly elected officials have to learn to say no or wait.

Gerry Farwell made a motion to amend article #2. I would like to reduce this article by \$100,000.00,

Tom Arnold the Brookline School District Moderator clarified that the motion to reduce Article #2 by \$100,000.00 would bring the budget down to \$5,563,032.00
This Motion was 2nd by Judy Cook.

Michael Apfelberg from the Finance Committee said that the effect of Mr. Farwell’s Amendment on Article #2 would bring the tax rate from .79 per \$1,000.00 to .55 per \$1,000.00 or \$237.00 on a \$300,000.00 home to \$166.00 on a 300,000.00.
Approximately a \$70.00 savings.

Gerry Farwell asked the moderator to move the question.
Second-Roland Oullette.

A hand vote was cast and the Amendment failed.

Jack Flanagan made a motion to Amend Article #2 by \$25,000.00

Article #2 would now become \$5,638,032.00.

Second by- Judy Cook

Mary-Kay McFarlane asked the Finance Committee that if everything passes tonight, including the Co-op and the town meeting votes, I was wondering if you could tell me how this would increase my taxes?

Michael Apfelberg said that the taxes would increase \$3.76 per \$1000.00.

That would be an \$1,100.00 increase on a \$300,000.00 home.

The Amendment was put to a vote and passed.

65-Yes

42-No

Richard Gribble asked to amend Article #2 from \$15750.00 to \$0.00 on line item 01-2225-731-00-00

Additional Computer Equipment.

Second - Ernie Hudziec

Tom Arnold asked if there was any further discussion on this Amendment? If not it will be put to a vote. A hand vote was cast. The Article passed.

58- Yes

45-No

Article #2 is now at \$5,622,282.00.

John Finn made an amendment to cut Article #2 by \$98,000.00 getting rid of the Readiness Program in the Brookline School System. This program has been phased out by approximately 75% of the other school districts in the State of New Hampshire.

This would now bring Article #2 to \$5,524,282.00

Second by- John Liska

Ernie Hudziec talked to 10 different principals when they were studying kindergarten he was on the School Board; No district should cut out Readiness cold. However if the Administration and the Staff legitimately deals with the problems they could cut out readiness provide the extra assistance in the 1st Grade it can be successful. I challenge the School Board and the Staff to look into this.

TJack Flanagan moved he question. The Amendment was defeated.

Jeff Aulbach asked to move the Main motion.

Second-Judy Cook

Article #2 was voted on for \$5,622,282.00 and pass unanimously.

Opening under Article #3 Professional Staff Contract. To see if the school district

Brookline School Board and the Brookline teachers Association and pursuant thereto, to raise and appropriate the sum of \$202,556.00 for the 2004-2005 fiscal year, such sum representing the additional costs attributable to the increase in salaries, as negotiated, over those of the appropriation.

First-Kathleen O'Sullivan
Second-Michael Molkenintine

Kathleen stated "The 2004-2005 Professional Staff Contract is in the first year of a newly negotiated two-year contract."

The proposed budget is for \$202,556.00 includes:

A general salary increase is \$190,498.00, which is equivalent to 4%, FICA and Retirement; Health insurance cap increase is \$10,258.00. The Health increase went from \$680.00 to \$725.00 per month and \$1800.00 professional development funds for teachers.

This Warrant article constitutes 3.8 % of the proposed budget and .48 per \$1,000.00.

It was the board's goal to improve salaries to attract and retain strong teachers.

The base salary increase is 4%.

The Minimum salary is \$28,507.00, which is a Bachelors degree, no extra education and their first year teaching.

The Maximum salary is \$57,878.00 which is a Masters degree + 45 credits and on step 12.

The average salary is \$41,003.00

The professional Staff Contract consists of:

53 Teachers (44 Full time Teachers 9 Part time teachers)

- 28 Classroom teachers
- 2 Kindergarten
- 6 Resource room
- 1.2 Guidance
- 1.2 Art
- 1.2 Physical Education
- 1.2 Music
- 2 Media
- .9 Foreign Language
- .5 Math Coordinator
- .5 Science Coordinator
- 1 Language Arts Coordinator
- 1 Computer
- 1 Speech Pathologist

- 2 Nurses
- 1 OT

Kathleen Stated “This does not reflect any of the new positions we have just approved in the budget.” She also said “ that she has now negotiated 3 successful win-win contracts for the Brookline School District. What you have seen in this presentation are the immediate financial impacts of this. The impact on next years operations. Negotiating is a process as some people have already mentioned tonight, and we don’t just give this away to our staff, it involves quiet a bit of give and take. The School Board and Finance Committee supports this salary increases for the reasons that I’ve just stated. I acknowledge it seems like a big number to swallow, but we still pay our teachers less than most area districts. I’d like you to know that our teachers have made significant sacrifices in their contract in order to complete this successful negotiation.” One area was the school start and end time. Another area is binding arbitration for grievances, Also reduction in force. These important elements in the contract will save the district a lot of time; aggravation and money down the road. We are still not as competitive with salary as we should be but we are making progress. So I hope you will give our teachers your support and vote yes on this article of \$202,556.00.

Cal Page asked if The School Board feels that this 4% increase is going to solve this problem and you’ll be able to track everyone you need and have more than enough qualified applicants. It seems to me that everyone else is going up to so you’re going to be in the same position.

Dr. Debenidictis said “we are on the lowest tier of a salary structure compared to other districts, we are having increased difficulty attracting people. We are increasingly experiencing a veteran staff they are wonderful people but they are starting to leave us and we need to replace them so the competitive situation is very real the salary adjustments are absolutely necessary and they don’t even bring us to the average salary paid for districts in this particular area.

Jack Flanagan asked “How much of the \$196,000.00 was the 4% steps that every teacher saw? Do you think its 1/2? Because it would be a factor on top of that. Each teacher got a 4% raise this year on the base, and then on top of that you have given 3.87% from the step. So they really got an 8% raise when they move each year and they are also getting an increase in the benefit of insurance. Its 100% coverage if you are single. This seems very generous. However, comparing Brookline to surrounding towns with their tax base is a bad thing. It’s not a fair comparison.

Kathleen responded ,that it’s a competitive nature and that what we are trying to improve.

Article #3 was a vote in the affirmative the motion is carried.

Elizabeth Eaton moved to restrict reconsideration on Articles 2 & 3.
 Second- David O’Sullivan
 It was a vote in the affirmative.

Article #4 Support Staff Contract- to see if the School District will vote to approve the cost items in the collective bargaining agreement between the Brookline School Board and the Brookline support Staff Association and pursuant thereto, to raise and appropriate the sum of \$30,640.00 for the 2004-2005 fiscal year, such sum representing the additional costs attributable to the increase in subsequent years will require approval of specific warrant articles at future District Meetings. Kathleen O'Sullivan also discussed support Staff contracts to.

Kathleen stated that this is Year 2 of the first contract between the Brookline School Board and the Brookline educational Support Staff Association.

The warrant is for \$30,640.00, which includes:

Salary increase, FICA, health benefits, professional development opportunities paid time off and other rights of benefits.

The Budget impact of this request is .59% and the tax impact is .07 per \$1000.00

The professional Support Staff Contract includes 35 support staff personnel, Including food service workers, custodians, secretaries and other professionals Such as I on I Aids, academic, computer, library and office support aids. During the negotiations they developed a wage schedule that includes job categories In 10 steps. There will be a 3% general increase.

Minimum wage= \$8.76 for food service and p/t custodians at step 1.

Maximum wage=\$15.46 for senior secretary and head custodian at step 10. Kathleen stated that the Support staff helps to keep the schools running smoothly and she hopes everyone will join in and support this article of \$30,640.00.

Kathleen O'Sullivan moved the question.

Second- Marcia Farwell

It was a vote in the affirmative by a hand vote.

Elizabeth Eaton asked to move Reconsideration on Article #4.

Supported by Judy Cook.

Elizabeth Eaton urges the people to vote no.

It's a vote in the Negative.

Article #5 - To see if the School District will authorize the Brookline School District to Accept federal future year and catastrophic aid funds for any unanticipated special education costs that exceed budget limitations established at the District Meeting.

Kathleen O'Sullivan asked to Ammend this article. In the first sentence.

To accept federal future year and catastrophic aid funds for any unanticipated special education costs that exceed budget limitations established at the District Meeting until rescinded by a future meeting.

This article was a hand vote in the affirmative.

Article #6-RMMS Phone System to see the district will vote to purchase a new server and 16 telephones for Rmms and to raise and appropriate the sum of \$10,000.00 for this purpose.

Susan Heard moved the question

Kathleen O'Sullivan-second

Michael stated "that the RMMS needs a telephone system to improve communications between home and school." The Captain Samuel Douglass Academy has a "state of the art" telephone system.

The Brookline school board came up with 2 options:

- A. A complete phone system including phone sites, caller Id and voice mail for all classrooms and Administration Offices at a cost of \$27,000.00
- B. The proposed warrants article would provide 13 phone sets and voice mail for 13(out of 32) classrooms and 3 administrative offices cost of \$10,000.00

The tax impact on option B. would be .06 per \$1000.00

The tax impact on option A. would be .02 per \$1000.00

John Liska asked why the Finance Committee didn't support this Article?

Michael Apfelberg from the Finance Committee said " that they looked at the Capital Improvements plan and it gave it a rating of desirable research as can be given. The finance committee suggested a faze in approach program that may be more desirable to the tax payers.

Richard Gribble moved the question

Second- Marcia Farwell.

Article #6 was put to a hand vote and was defeated.

47- No

34-Yes

Article #7 to see if the school district will vote to increase the Brookline School Board from 3-5 members effective March 2005. One of those additional will be ellected for a 1-year term and the second for a two-year term. Thereafter, the added members will serve for a term of 3 years.

Kathleen O'Sullivan moved the question

Second- Susan Heard

Michael Molkentine made a presentation on the article.

The Boards Goals are as follows:

- To compare our profile too similar districts using state of Nh data
- To summerize the pros and cons of the increasing number of members
- To present a report to the Brookline School Board

Pros of a 5 Person Board In Brookline

- Distribution of the workload
- Easier to avoid quorum issues
- Equalizes SAU Board Representation

Cons of a 5 Person Board in Brookline

- It requires more volunteers

Five Member School Board

- Unanimously supported by the current school board

Judy Cook moved the question

Second by -Gerry Farwell

It's a vote in the affirmative and the motion is carried.

Article #8- Richard Gribble moved that we skip over these Articles.

Second- Eric Pauer

It a hand votes in the Affirmative the motion is carried.

Article #9- Richard Gribble moved that we skip over and take no action on Article #9

Jack Flanagan supported it

Jim Rezzardy asked to Restrict Reconsideration on Article #6.

Meeting Adjourned at 10:35PM

Respectfully Submitted,

Patricia A Howard
Brookline School District Clerk

BROOKLINE SCHOOL DISTRICT

	<u>ACTUALS</u> <u>FY 2003-2004</u>	<u>ADOPTED</u> <u>FY 2004-2005</u>	<u>PROPOSED</u> <u>FY 2005-2006</u>	<u>RECOMMEND</u> <u>FY 2005-2006</u>
1100 REGULAR INSTRUCTION	\$1,829,579	\$2,072,491	* see note	* see note
1200 SPECIAL EDUCATION	\$692,854	\$852,064		
1260 ESL PROGRAM	\$4,439	\$4,724		
1270 GIFTED AND TALENTED	\$0	\$0		
1300 VOCATIONAL EDUCATION	\$0	\$0		
1400 CO-CURRICULAR	\$0	\$0		
2120 GUIDANCE	\$68,484	\$83,371		
2130 HEALTH	\$67,679	\$72,898		
2210 IMPROVEMENT OF INSTRUCTION	\$41,379	\$52,800		
2220 EDUCATIONAL MEDIA	\$136,039	\$111,674		
2310 SCHOOL BOARD EXPENSE	\$18,877	\$12,570		
2320 OFFICE OF SUPERINTENDENT	\$161,881	\$179,938		
2400 OFFICE OF PRINCIPAL	\$331,054	\$348,396		
2600 OPERATION OF PLANT	\$467,856	\$433,031		

	ACTUALS FY 2003-2004	ADOPTED FY 2004-2005	PROPOSED FY 2005-2006	RECOMMEND FY 2005-2006
2700 TRANSPORTATION	\$175,666	\$182,153		
2900 FRINGE BENEFITS	\$648,453	\$737,588		
4300 BUILDING IMPROVEMENT SVCS	\$0	\$0		
5100 DEBT SERVICE	\$570,300	\$567,200		
5221 TRANSFER TO FOOD SERVICE	\$11,672	\$109,580		
5222 TRANSFER TO SPECIAL PROJECTS	\$0	\$35,000		
5230 TRANSFER TO CAPITAL PROJECTS	(\$5)	\$0		
GRAND TOTALS	\$5,226,208	\$5,855,478		

* Available at District Hearing

BROOKLINE SCHOOL DISTRICT REVENUE

REVENUE & CREDITS	APPROVED BY DRA <u>2003-2004</u>	APPROVED BY DRA <u>2004-2005</u>	PROPOSED <u>2005-2006</u>
UNRESERVED FUND BALANCE	\$65,409	\$78,129	\$0
CHILD NUTRITION	\$109,580	\$109,580	\$109,580
TRUST FUND	\$1,500	\$1,500	\$0
SCHOOL BUILDING AID	\$145,669	\$128,750	\$134,444
KINDERGARTEN AID	\$0	\$0	\$0
CATASTROPHIC AID	\$5,661	\$2,842	\$2,842
EARNINGS ON INVESTMENTS	\$5,000	\$5,000	\$3,000
OTHER LOCAL SOURCES	\$0	\$0	\$1,500
FEDERAL FUNDS	\$35,000	\$35,000	\$35,000
SALE OF BONDS	\$0	\$0	\$0
TRANSFER FROM SPECIAL REVENUE FUND	\$0	\$0	\$0
TRANSFER FROM CAPITAL PROJECTS FUND	\$0	\$0	\$0
TOTAL REVENUE & CREDITS	\$367,819	\$360,801	\$286,366
DISTRICT ASSESSMENT	\$3,693,232	\$3,856,658	* see note
ADEQUACY AID	\$1,311,307	\$1,638,019	\$1,972,233
TOTAL APPROPRIATIONS	\$5,372,358	\$5,855,478	* see note

* Available at Town Hall and at District Hearing

**BROOKLINE SCHOOL DISTRICT
COMBINED BALANCE SHEET
All Fund Types and Account Group
June 30, 2004**

	Governmental Fund Types			Fiduciary	Account Group
	General	Special Revenue	Capital Projects	Fund Types Trust and Agency	General Long-Term Debt
Assets					
Cash and Equivalents	\$21,131	\$21,819	\$736	\$16,004	
Investments	331				
Receivables					
Accounts					
Intergovernmental		85,968		29,076	
Interfund Receivable	101,184				
Other Debits					
Amount to be Provided for Retirement of General Long-Term Debt					4,174,921
TOTAL ASSETS AND OTHER DEBITS	<u>\$122,646</u>	<u>\$107,787</u>	<u>\$736</u>	<u>\$45,080</u>	<u>\$4,174,921</u>
LIABILITIES AND FUND EQUITY					
Liabilities					
Accounts Payables	20,777	4,493			
Retainage Payable					
Intergovernmental Payable					
Interfund Payable		101,184			
Due to Student Groups				16,004	
Deferred Revenue		325			
General Obligation Debt Payable					4,174,921
Total Liabilities	<u>20,777</u>	<u>106,002</u>	<u>0</u>	<u>16,004</u>	<u>4,174,921</u>
Equity					
Fund Balances					
Reserved for Encumbrances	23,740			28,978	
Reserved for Endowments				98	
Reserved for Special Purposes			736		
Unreserved					
Designated for Special Purposes		1,785			
Undesignated	78,129				
Total Equity	<u>101,869</u>	<u>1,785</u>	<u>736</u>	<u>29,076</u>	<u>0</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$122,646</u>	<u>\$107,787</u>	<u>\$736</u>	<u>\$45,080</u>	<u>\$4,174,921</u>

Total

\$59,690
331

0
115,044
101,184

4,174,921
\$4,451,170

25,270
0
0

101,184
16,004
325

4,174,921
4,317,704

52,718
98
736
0

1,785
78,129

133,466

\$4,451,170

BROOKLINE SCHOOL DISTRICT
 Combined Statement of Revenues,
 Expenditures and Changes in Fund Balances
 All Government Fund Types
 For the Fiscal Year Ended June 30, 2004

	General Fund	Special Revenue Funds	Capital Projects Funds	Total (Memorandum Only)
<u>Revenues</u>				
School District Assessment	\$2,837,919	\$- 0	\$- 0	\$2,837,919
Other Local	7,068	120,023		127,091
State	2,351,386	4,348		2,355,734
Federal		162,247		162,247
<u>Other Financing Sources</u>				
Proceeds of General Obligation Debt				0
Operating Transfers In	235	11,672		11,907
<u>Total Revenues and Other Financing Sources</u>	<u>5,196,608</u>	<u>298,290</u>	<u>0</u>	<u>5,494,898</u>
<u>Expenditures</u>				
Current				
Instruction	2,555,052	128,803		2,683,855
Support Services				
Student	136,163			136,163
Instructional Staff	177,418			177,418
General Administration	18,877			18,877
Executive Administration	161,881			161,881
School Administration	331,054			331,054
Operation and Maintenance of Plant	467,856			467,856
Student Transportation	175,666			175,666
Other	648,453			648,453
Non-Instructional Services		169,312		169,312
Facilities Acquisition and Construction			5,352	5,352
Debt Service	570,300			570,300
Operating Transfers Out	(11,672)		2,466	(9,206)
<u>Total Expenditures</u>	<u>5,231,048</u>	<u>298,115</u>	<u>7,818</u>	<u>5,536,981</u>
<u>Excess of Revenues and Other Financing Sources Over Expenditures</u>				
	(57,784)	175	(5,352)	(62,961)
<u>Fund Balances - July 1</u>	<u>159,653</u>	<u>1,610</u>	<u>6,088</u>	<u>167,351</u>
<u>Fund Balances - June 30</u>	<u>\$101,869</u>	<u>\$1,785</u>	<u>\$736</u>	<u>\$104,390</u>

BROOKLINE SCHOOL DISTRICT
 ACTUAL EXPENDITURES FOR
 SPECIAL EDUCATION PROGRAMS AND SERVICES
 RSA 32:11a *

	2002-2003	2003-2004
EXPENSES:		
SALARIES	\$424,255	\$468,306
BENEFITS	\$84,851	\$93,661
CONTRACTED SERVICES	\$71,320	\$37,167
TRANSPORTATION	\$45,748	\$66,673
TUITION	\$69,251	\$136,739
MATERIALS	\$9,741	\$4,304
EQUIPMENT	\$841	\$245
OTHER	\$0	\$99
SUBTOTAL	\$706,008	\$807,195
 REVENUE:		
CATASTROPHIC AID	\$729	\$10,918
IDEA	\$58,429	\$74,937
PRESCHOOL	\$5,073	\$4,999
SUBTOTAL	\$64,231	\$90,853
 NET COST FOR SPECIAL EDUCATION	 \$641,776	 \$716,342

* Department of Education, Bureau of Special Education requires, under separate cover, an accounting of actual expenditures by the district for Special Education Programs and Services for the previous 2 fiscal years.

A Message from the Superintendent of Schools,

Dear Parents and Residents,

It is with considerable pride and pleasure that I submit this report for your review. The Hollis Brookline Schools have enjoyed another year of success in academics, performance, athletics and demonstration. Our students excel because of the successful school community relationship that we enjoy. Parents are as visible in our schools as students and are involved because they are welcomed and valued. They provide resources that make differences and collaboratively join with staff to promote programs providing for the wide range of learner needs.

Our administrators in all six schools are highly skilled in supporting teachers as they work towards district wide goals and objectives and report monthly to School Boards on progress we are making. Our teaching staff is focused on student need and differentiates instruction to help all children grow and develop. Professional development is aligned with instructional improvement and connects with curriculum expectations which are tied to state frameworks and national recommendations.

The Annual District Report, which is included as an insert in the March 4th Hollis Brookline Journal, is available at all District Meetings as well as the Town Halls of Hollis and Brookline, describes the statewide and national success of our students. Our performance consistently places us at the highest statewide levels and demonstrates that we very favorably compare with the most demanding school districts. Our frequent student performances showcase talents and skills and are enthusiastically appreciated by the community. Our athletic successes are widely reported in the media and acknowledge that we can compete in all sports in our statewide divisions.

A goal of our district is not to rest on our successes, but to identify opportunities to improve. You will find a number of initiatives at each school site to do just that. The School Boards and administrators annually goal set to improve performance for all and identify goals and action plans to follow. We carefully monitor progress, gather data to analyze and modify direction as appropriate. This cycle keeps us focused, with continuous progress and best classroom practice as major objectives.

As you know from earlier announcements, I will be retiring as Superintendent of Schools at the close of the 2004-05 school year. I have thoroughly enjoyed my ten years in Hollis Brookline. We have much to be proud of with a solid foundation in place for my successor to continue. I will sorely miss my connections with so many supportive parents, residents, professional and support staff and School Board members and will especially miss the joy of watching our children grow. I thank you for the ten year experience and anticipate that our schools will continue the pursuit of excellence for all.

Sincerely,

Kenneth L. DeBenedictis, Ed.D.
Superintendent of Schools

Brookline Town Report

January 2005

'What the best and wisest parent wants for his own child, that must the community want for all its children. Any other ideal for our schools is narrow and unlovely: acted upon it destroys our democracy.'

John Dewey

The schools in Brookline are busy places, with staff and administrators continually striving to provide the students with the best that education offers. On-going curriculum work sustains these efforts and allows for differentiated instruction at all levels.

Curriculum Highlights

A new literacy program, MacMillan/McGraw-Hill Reading, was implemented this year in grades kindergarten through six. A variety of rich, award-winning literature supports an integrated approach to phonics, spelling, vocabulary, and comprehension skills with leveled readers and instructional materials for all learners. The John Collins Writing Program continues to serve as a framework for writing opportunities across the curriculum. Students respond to content-specific prompts for "quick writes" as an introduction to new topics or for assessment. Longer pieces require students to brainstorm, plan, draft, revise, edit, and publish with focus correction on mechanics, organization, style and content. Literacy is celebrated through exciting events for the Brookline community including Read Across America, a fun-filled week including guest readers, trivia questions, creative hot lunch menus and student book reviews, and the Annual Writers Festivals at both schools.

The math program in Brookline continues to grow and expand in all grade levels through the use of the Harcourt Math series which focuses on the computational aspect of mathematics, problem solving, critical thinking skills, and relating the concepts to the children's every day life experiences. With a full time math coordinator this year, many materials are being developed to support the curriculum and enrichment efforts to best meet the needs of all students. By venturing into classrooms to work with groups of children, the math specialist supports differentiated instruction within the classroom.

Our science program is designed to expose all students to three main strands of scientific investigation. Each grade level studies earth/space science, physical science, and life science through units that strive to nurture curiosity, build critical thinking skills, and provide meaningful hands-on experiences that will connect our students to the real world. The units of investigation include three phases: the Exploration Phase, the Instruction Phase, and the Inquiry Phase. All units include the materials, tools, and reference materials needed to ensure a successful program.

The social studies curriculum focuses on four strands: civics and government, economics, history, and geography. A rich assortment of resources supports teacher efforts and has resulted in a well rounded program that allows students to synthesize their knowledge and apply it to the world around them.

Technology is infused in all areas of the curriculum in our schools. It supports content acquisition, skills mastery, and concept understanding, and presents students with rich learning experiences through teacher directed activities as well as with student created

projects. Our state of the art computer labs offer students, from Readiness to Grade Six, the opportunities to enhance their presentations by employing programs such as word processing, drawing and painting, spreadsheets and electronic slide shows. In addition, our students have access to the world of information available on the Internet for research and electronic collaboration. Students engage in safe and responsible use of the web, learn to critically evaluate sites for authenticity and reliability, and give credit to all text and print sources.

The art curriculum stresses the creative processes through which the children can communicate their ideas. Through the use of paper, paint, clay and other art materials the children learn techniques to develop ways to creatively solve problems and express themselves. Our emphasis is on the creative process more than the finished product. Ongoing hallway displays feature student artwork which is also entered in the annual New Hampshire Art Educators show featuring artwork from around the state.

Our music program focuses on the process of making music and provides multiple opportunities for student expression. Last year's spring program, "Connect and Celebrate Around the World" involved the readiness through Grade 4 chorus. The standing room only audience witnessed a collaborative program that celebrated the connections between the "arts" and "academics" as well as the connections between people around the world. Integrated activities included making maracas, performing dances and movement using scarves and the parachute, studying the languages and customs of our countries, reading folk tales and poetry, writing haiku, making origami, and practicing songs. Through these activities, children made connections in both the "arts" and "academics" by celebrating learning all day long throughout the year.

The physical education program received a grant from the PTO this year for pedometers as students will be learning about their use as it applies to their individual activity level. Along with this new program, the Jump Rope for Heart program is held every February as a community service project for the last 5+ years. The after school cup stacking and rope jumping program, entering its 4th year, has grown to the point where there are two separate groups which meet on alternate Fridays to work on their skills. The department also works closely with the FitKids program in 4th grade, an interdisciplinary program promoting health and fitness, and has been directly involved in the Gr. 5-6 health/nutrition interdisciplinary program, "Pyramid Power".

The goal of the Media Enrichment Center is to enhance the information literacy skills of CSDA and RMMS students. Throughout this past year we collaborated with classroom teachers to provide learning opportunities for our students that advanced students' knowledge of, and confidence in using information - print and non-print. The libraries are more than just a place to check out books. Our libraries are places that involve authentic learning, from holding a mock presidential election with real ballots and polling booths, to performing colonial American dancing, showcasing readers' theater, and connecting to preschoolers. The library is a bustling place during the day.

The guidance programs at RMMS and CSDA offer monthly classroom guidance lessons that focus on character traits such as responsibility, tolerance, cooperation, honesty,

courage, etc. as well as teaching students about communication skills, decision-making skills, conflict resolution skills, and how to deal with peer pressure.

Student Achievement

Students have multiple opportunities to demonstrate their interests and strengths through a variety of activities, competitions, and clubs. These include: National Geographic Geography Bee, Scripps-Howard Spelling Bee, Reader's Digest Word Power Challenge, New England Mathematics League Competition, Presidential Physical Fitness Program, Chorus, Theater Club, Chess Club, Walking Club, Johns Hopkins Talent Search, and more.

Staff

We were sorry to say good bye to fifth grade teacher Sandra Darling who retired this past year and to Christina Mattise who left to pursue doctoral studies at Penn State.

We welcomed Nicole Wooley as a second grade teacher, Monica Dapolito as a fourth grade teacher, Virginia Commisso as part-time kindergarten teacher, Paula Kousanadis as Guidance Counselor at RMMS, Candice Lambert as a Special Education teacher between the two schools, Karin Pillion as Math Specialist, and returning part-time Music teacher, Karina Bertrand.

Community

We were thrilled with our new partnership created with the Brookline Public Library. In an effort to promote lifelong enjoyment for reading, the Brookline Schools piggybacked on the Brookline Public Library's well established summer reading program by offering additional resources such as a calendar of activities that families can enjoy together at home, as well as enrichment sessions and book clubs created and implemented by teachers. These funds were made available through grants and proved to be a positive experience for the public library, school, and most importantly, our students.

Facilities

Our buildings are well maintained and clean which results in happy students and staff. A new Buildings and Grounds Coordinator, Wayne Zold, came aboard following Mike Cullinan's retirement, and under Mr. Zold's guidance, maintenance issues have been addressed in a timely manner as they arise.

We look forward to another challenging year of academic growth and exploration as we continue to seek the best possible opportunities for the students of Brookline. The citizens of Brookline can take pride in knowing they have provided these students a wonderful learning environment at the Richard Maghakian Memorial School and at Captain Samuel Douglass Academy.

Elizabeth Eaton
Principal
Richard Maghakian
Memorial School

Lorraine Wenger
Principal
Capt. Samuel Douglass
Academy

Kevin Stone
Assistant Principal
Brookline Elementary
Schools

BROOKLINE ELEMENTARY SCHOOLS -- TEACHER ROSTER

Name	Experience	Assignment	College	Degree
Elizabeth Eaton	30	Principal	UNH	M.Ed.
Lorraine Wenger	15	Principal	SUNY, Buffalo	M.Ed.
Kevin Stone	21	Asst. Principal	Rivier	M.Ed.
Julie Anderson	8	Grade 3	Keene	B.S.
Lauren Arruda	8	Kindergarten	Rivier	B.A.
Jeralyn Beck	23	Grade 1	UNH	B.A.
Nicole Bedard	9	Grade 1	Rivier	B.A.
Karina Bertrand	7	Music	UNH	B.M.Ed.
Betsy Black	17	Language Arts Coordinator	Rivier	M.Ed.
Judith Blood	27	Music	Plymouth	M.Ed.
Monica Boisvert	14	Art	Noire Dame	B.A.
Lynn Borkowski	11	Speech Pathologist	Worcester State	M.S.
Linda Bradbury	23	Grade 3	Trenton Univ.	M.Ed.
Jennifer Brion	23	Speech Pathologist	U. Pittsburgh	M.A.
Barbara Bullard-Koonz	10	Kindergarten	Rhode Island College	B.S.
Barbara Burgher	10	School Nurse	Clara Maass Hospital	RN
Deborah Calkin	4	Grade 4	Lesley College	B.S.
Tamara Cargill	2	Grade 5	UNH	M.Ed.
Bette Chase	32	Grade 2	Fitchburg	M.Ed.
Lisa Chase	8	Readiness	UNH	M.Ed.
June Cloutier	5	Foreign Language	Anna Maria College	B.A.
Virginia Commisso	9	Kindergarten	U Mass., Amherst	B.A.
Denise Curtis	3	School Nurse	Widener Univ.	BSN
Monica Dapolito	3	Grade 4	Nova Southeastern U.	B.S.Ed.
Jane Gauthier	4	Grade 4	Notre Dame College	B.A.
Bonnie Guewa	9	Grade 2	Rivier	M.B.A.
Kimberly Harriman	11	Special Education	U. Maine, Farmington	B.S.
Barbara Haskell-Higgins	21	Grade 3	Bridgewater	BS.Ed.

Name	Experience	Assignment	College	Degree
Francine Hirsch	32	Special Education	Rivier	M.Ed.
Kathleen Hyatt	3	Grade 1	St. Joseph's College	B.S.
Cathy Ingram	25	Grade 1	Antioch, N.E.	M.A.
Ann Kline	3	Occupational Therapist	Quinnipiac Univ.	B.S.
Jan Kolesar	6	Art	Elmira	M.Ed.
Paula Kousounadis	3	Guidance	Cambridge College	M.Ed.
Candice Lambert	10	Special Education	Rivier	B.A.
Susan Lyons	31	Grade 6	Fitchburg	B.S.
Evalyn Maghakian	28	Science Coordinator/ Computer Teacher	Salem	BSEd.
Diane Marshall	7	Grade 6	Bridgewater	B.S.
Andrea Martel	13	Special Education	Notre Dame	B.A.
Judith McBride	19	Physical Education	U. Mass., Amherst	B.S.
Kristine Murray	1	Media/Library	Lesley Univ.	M.Ed.
Patricia Nelson	23	Grade 5	Keene	B.Ed.
Timothy O'Connell	9	Grade 6	Plymouth	B.S.
Karen Pillion	17	Math Coordinator	City U. NY, Hunter College	M.S.Ed.
Kathi Post-Bond	31	Environmental Science	U. Colorado	M.S.
Maureen Quagliari	11	Media/Library	Simmons College	MSLIS
Donna Shalek	LOA	Grade 2	Fitchburg	BSEd.
Pam Shaw	16	Computer	Keene	B.S.
Maria Skoolicas-Perkinson	11	Guidance	Rivier	M.A.
Gregory Snoke	7	Grade 6	Ohio U.	B.S.
Judith Sortino	23	Grade 5	U. Bridgeport	M.A.
Renelle Stone	18	Grade 5	Rivier	BAEd.
Virginia Toupin	24	School Nurse	Northern Essex	RN, A.D.
Pamela Twitchell-Gross	14	Special Education	Rivier	M.A.
Tammy Van Dyke	20	Physical Education	Castleton	B.S.

Name	Experience	Assignment	College	Degree
Joseph Vitulli	6	Grade 4	Plymouth	B.S.
Patricia Waller	13	Grade 1	Rivier	M.Ed.
Heidi Williams	7	Grade 3	Grove City College, PA	B.A.
Nichole Wooley	1	Grade 2	Notre Dame College	B.A.
Christine Young	17	Grade 2	Tufts	M.Ed.

REPORT OF THE DIRECTOR OF CURRICULUM AND INSTRUCTION

Another year is speeding by, and I find it hard to believe that I am already writing my fourth annual report to the citizens of Brookline and Hollis.

This year, we have begun to explore curriculum mapping, a process of documenting curriculum and—literally—mapping out where there are holes in the curriculum, and where redundancies occur. This sounds like a simple process, but it is far from that. Three types of data are collected in curriculum mapping: a description of the content being taught; a description of the processes and skills emphasized; and the nature of the assessment the student produces as evidence of growth. (*Mapping the Big Picture*, Heidi Hayes Jacobs). By looking at students' learning experiences throughout their years in our schools, we can provide more effective transitions not only within individual schools but also among all schools across SAU 41.

The New Hampshire Chapter of the Association for Supervision and Curriculum Development (ASCD) has sponsored a series of conferences on curriculum mapping, led by Heidi Hayes Jacobs, the leading national expert in this area. I am pleased to say that a team of teachers and administrators from all schools within our districts, including myself, are participating in this series. I expect that the knowledge and the skills we will gain from this experience will pay substantial dividends for our school districts in the next several years.

Our attention to professional development and to assessment practices continues at a strong pace. We know that the districts perform well on state and national tests, and that we need to continue to pay attention to these tests. At the same time, our emphasis on differentiated instruction has increased expertise among our faculty about classroom assessments that can help inform our instructional practices. Often, student assessment is thought of as those activities (like tests and quizzes) that help measure final achievement and to give a grade, but we have expanded our vision of assessment so that we can ascertain student progress DURING the instructional process, and not simply at the end of that process.

What we are gathering is a tremendous amount of data, but with limited capacity to organize and analyze that data, to use it to identify strengths and weaknesses or to improve our instructional programs. We have begun investigating various "data warehouse" software programs that will assist us in this process. I am very excited about the prospect of improving our ability to use data to inform our decision making. While most educators use very sound professional judgment about decisions in the best interest of individual students, we are less expert in gathering and analyzing data for making instructional program decisions. Appropriate data, properly analyzed, will supplement and complement the resident professional judgments that our faculty and administration make every day.

We have also been examining issues of gender equity. While for years it was felt that female students were shortchanged in our schools, and programs were developed to improve the achievement of our girls, it is now of concern that the balance has swung in the other direction, and boys are now suffering an achievement gap. The national evidence is that, at least through high school (and increasingly in colleges) there are only small differences now between boys and girls in mathematics, and girls are increasing the achievement gap over boys in language arts. Even a preliminary review of Hollis and Brookline students reveals congruence with national research findings. While there are no differences of note in achievement and leadership through the eighth grade, differences begin to emerge in ninth grade, and by the end of high school, girls dominate in both academic achievement and in leadership positions. Our goal is NOT to reduce any of our efforts in the education of our girls, of whom we are very proud, but to increase our understanding of the needs of boys, and to encourage their continued growth and potential.

I want to pause and thank four retiring administrators who have given much to our districts. Elizabeth Eaton, Principal of the Richard Maghakian Memorial School, is a talented educator who has devoted her entire career to the students of Brookline. Liz's warmth and caring will be sorely missed. Charles Flahive has served as Principal of the Hollis Brookline Cooperative High School for the past three years. Charlie has provided wisdom and guidance from his many years as a professional educator, and I have been thankful for his support. Richard Mehlhorn, SAU 41 Network Administrator, has led our districts into the twenty first century with his vision for technology. Dick has always been available when we have needed help; and he has been unfailingly patient and generous with his time. Finally, our Superintendent, Dr. Kenneth DeBenedictis, is also retiring. Ken has provided strong leadership for our districts for many years. His focus on student achievement, on curriculum development, and quality education for all students has been exemplary. I have valued Ken's support and leadership, and I am grateful that he gave me the opportunity to come to Hollis and Brookline, and that he has been consistently supportive of our curriculum work.

A commitment to excellence for our students requires the dedication of many people: faculty, staff, administrators, parents, school board members, and the community. There is bountiful evidence of this commitment to excellence, and I see this evidence everyday. I am appreciative to all who contribute to the powerful educational opportunities available to students in our school districts.

Respectfully submitted,

Carol A. Mace, M.Ed., C.A.G.S.
Director of Curriculum and Instruction

Report of the Director of Special Education

The special education departments across SAU 41 have continued staff training on systematic remedial programs in reading, mathematics, language arts and study skills. To further address a greater diversity of student needs, the department is most pleased to also announce the beginning of a Life Skills Program at our high school this year. The program is likewise projected for further development in 2005/06 as well as expansion to the middle school level.

Congruent with the federal mandates of IDEA '97 and the New Hampshire Rules for the Education of Handicapped Students, School Administrative Unit (SAU) #41 coordinates a diversity of special education programs and related services to meet the unique needs of educationally identified students throughout Hollis and Brookline. This year the department is providing services for 289 students K-12 which constitutes approximately 10.6% of the total SAU41 student body. Department staff also serve a number of preschool children ages 3-Kindergarten as well as an additional 154 students (K-12) under Section 504 of the Rehabilitation Act of 1973.

The predominant goal of special education is to assure all children have an "appropriate educational experience." This means that when students have significant deficits in the learning process, resulting in significantly delayed achievement relative to their grade level, the school system provides a diversity of services to address those factors adversely impacting a student's academic performance. Such factors or educational deficits include specific learning disabilities in: reading decoding, reading comprehension, listening comprehension, written and oral expression, math reasoning and calculation as well as speech and language skills. Orthopedic, emotional and health confounds are also addressed by the department when they significantly impact the learning process.

Special education interventions are twofold: remedial services to enhance growth in the child's deficit area(s) and compensatory services to facilitate the student's successful engagement with his/her regular classroom instruction. For example, if a student has significant difficulty learning to read, the special services personnel provide both reading programs to enhance the child's reading skills as well as assistance to classroom experiences so that his/her acquisition of knowledge taught in the regular classes is not prevented by their learning difficulties. Parents and staff meet periodically to document and review student progress relative to their annual goals as outlined in the individual's specific education plan.

The special education process involves numerous formal meetings accompanied by an extensive number of documents to assure the adherence to federal and state regulations. The department staff continue their success with the highest level of compliance with all state documents and procedural safeguards. As a result, each district has received its maximum entitlement for federal funds.

The special education budgets reflect all expenditures for in-district programs and related service therapies including staff salaries, instructional materials, evaluation and placement services, out-of-district tuition and specialized transportation costs. Some revenues are received annually to assist our districts in providing these specialized instructional programs. For the fiscal year 2004/05, SAU 41 districts will receive approximately \$400,000 in federal IDEA funds and \$61,000 in NH Catastrophic aid reimbursement.

All SAU 41 special education staff are highly qualified and dedicated professionals who find great pleasure in servicing the children and families of the Hollis and Brookline communities.

Respectfully submitted,
Robert R. Kelly, MA

Report of the Business Administrator

School Administrative Unit #41, consisting of Brookline, Hollis and Hoilis/Brookline Cooperative School Districts, has experienced another educationally successful year. As past history has taught us, when you have successful schools, growth is promoted in student and community populations. Consequently, we are no exception. We continue to grow, as do our operating budgets and physical facilities. We must provide the best we can to carry on the mission of our schools. Through responsibly fiscal controls, our SAU staff have contributed to these successes by providing detailed budget development to all boards and community, extremely successful audits of all school finances in Brookline, Hollis, the Cooperative and SAU #41, sound business practices and financial management of physical plant construction, renovation and more on-going streamlining of our food service program.

I continue to thank our hard-working professional and support staff and dedicated school boards, without whom our successes would not have been possible. Our districts continue to grow, as will our staff, in order to keep up with challenging financial charges. I would like to thank the communities of Brookline and Hollis for their continued support to make our schools places where the children of both communities receive an excellent education and prepare themselves to take their places in society as responsible, educated citizens.

Lee Ann Blastos
Business Administrator

HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT ANNUAL REPORT
for the
Year Ending June 30, 2004

School Officers
Hollis Brookline Cooperative School Board

Mrs. Pamela Kirby, Chair		Term Expires 2007
Mr. Timothy Bevins		Term Expires 2005
Mr. James McBride		Term Expires 2005
Mr. Thomas Enright		Term Expires 2006
Mrs. Betty B. Hall		Term Expires 2006
Mr. Stephen Simons		Term Expires 2007
Mrs. Anne Dumas		Term Expires 2007
Mr. James Bélanger	Moderator	Term Expires 2007
Mrs. Julie Simons	Treasurer	Appointed 2001
Mrs. Teresa Noel	Clerk	Appointed 2004

Hollis Brookline Cooperative Budget Committee

Mr. Forrest Milkowski, Chair	Term Expires 2005
Mr. William Matthews	Term Expires 2005
Mr. Timothy Hale	Term Expires 2006
Mr. Raymond Valle	Term Expires 2006
Mr. Richard Bensinger	Term Expires 2007
Mr. Gregory d'Arbonne	Term Expires 2007
Mr. Lorin Rydstrom	Term Expires 2007

SAU #41 Administration

Dr. Kenneth L. DeBenedictis	Superintendent of Schools
Ms. Carol A. Mace	Director of Curriculum and Instruction
Mrs. Lee Ann Blastos	Business Administrator
Mr. Robert R. Kelly	Director of Special Education

Hollis Brookline Middle School

Mrs. Patricia Lewis Goyette, Principal
Miss Kimberly Rizzo, Assistant Principal

Hollis Brookline High School

Mr. Charles Flahive, Principal
Mr. Robert Ouellette, Assistant Principal
Mr. Richard Manley, Assistant Principal

HOLLIS/BROOKLINE COOPERATIVE SCHOOL DISTRICT WARRANT
The State of New Hampshire

To the inhabitants of the Hollis/Brookline Cooperative School District in the Towns of Hollis and Brookline in the County of Hillsborough, State of New Hampshire qualified to vote in District Affairs.

YOU ARE HEREBY NOTIFIED TO MEET AT THE HOLLIS BROOKLINE HIGH SCHOOL GYMNASIUM IN SAID DISTRICT ON THE **SIXTEENTH DAY OF MARCH, 2005**, AT SEVEN O'CLOCK IN THE EVENING TO ACT UPON THE FOLLOWING SUBJECTS.

Due to printing deadline of the Brookline Town Report, and the fact that neither the Budget Hearing nor the deadline for petition warrant articles had occurred by the printing deadline, the Warrant will not be published in the Town Report this year.

The completed Warrant and Budget will be posted on March 1st and copies will be available at the Town Hall, the Brookline Schools and SAU Office.

Pamela Kirby, Chair
Timothy Bevins
Thomas Enright
Betty B. Hall
James McBride
Stephen Simons
SCHOOL BOARD

SCHOOL WARRANT
The State of New Hampshire

Polls Open at 7:00 AM - Will not close before 7:00 PM (HOLLIS)
Polls Open at 7:00 AM - Will not close before 7:30 PM (BROOKLINE)

To the inhabitants of the Hollis/Brookline Cooperative School District in the Towns of
Hollis and Brookline qualified to vote in District Affairs.

YOU ARE HEREBY NOTIFIED TO MEET AT THE HOLLIS BROOKLINE HIGH
SCHOOL (HOLLIS) AND CAPT. SAMUEL DOUGLASS ACADEMY (BROOKLINE)
IN SAID DISTRICT ON THE EIGHTH DAY OF MARCH, SEVEN O'CLOCK AND
SEVEN O'CLOCK IN THE MORNING, RESPECTIVELY, TO ACT UPON THE
FOLLOWING SUBJECTS.

1. To choose one member of the School Board (from Hollis) for the ensuing three years.
2. To choose one member of the School Board (from Brookline) for the ensuing three years.
3. To choose one Budget Committee Member (from Hollis) for the ensuing three years.
4. To choose one Budget Committee Member (from Brookline) for the ensuing three years.

Given under our hands and seals at said Hollis, New Hampshire on this tenth day of
February, 2005.

Pamela Kirby, Chair
Timothy Bevins
Thomas Enright
Betty B. Hall
James McBride
Stephen Simons
SCHOOL BOARD

A true copy of the warrant - Attest:

Pamela Kirby, Chair
Timothy Bevins
Thomas Enright
Betty B. Hall
James McBride
Stephen Simons
SCHOOL BOARD

**Hollis/Brookline Cooperative School District Annual Meeting
Hollis/Brookline High School
March 3, 2004
7:00pm**

Hollis/Brookline Cooperative School District Board Members

Lou-Ann Parodi, Chair
Timothy Bevins
Thomas Enright
Betty B. Hall
Pamela Kirby
James McBride
Stephen Simons

Hollis/Brookline Cooperative School District Budget Committee Members

Bill Matthews, Chair
Doug Cecil
Tom Enright
Dave Golden
Tim Hale
Forrest Milkowski
Ray Valle

Hollis/Brookline Cooperative School District Moderator

Jim Belanger

Ken DeBenedictis, Superintendent of Schools
Charles Flahive, Principal, Hollis-Brookline High School
Pat Goyette, Principal, Hollis-Brookline Middle School
Lee-Ann Blastos, Business Administrator
Carol Mace, Director of Curriculum and Instruction
Teresa Noel, School District Clerk

Moderator Belanger called the meeting to order at 7:00 pm.

The Pledge of Allegiance was led by Moderator Belanger and recited by the voters.

The National Anthem was sung by Eric Brassard, Ross Matthei, Kara Maloney, and Jessica Tomer.

The Moderator introduced the State Representatives: Tom Arnold, Dick Drisko, Carolyn Gargas, and Harry Haytayan

The Moderator welcomed the veterans and thanked them for their service to our country.

The Moderator introduced the Asst. Moderators: Dr Jim Squires, Mike Askenaizer, and Andy Seremeth.

Moderator Belanger gave overview of the meeting and outlined the format he would follow.

The Moderator introduced NH State Senator Jane O'Hearn who gave a two-minute speech.

Lou-Ann Parodi introduced the Cooperative School Board members and recognized all members of the SAU Linc. She recognized several committees and administrators as well.

Bill Matthews, Budget Committee Chair, introduced the members of the Budget Committee.

Superintendent Ken DeBenedictis introduced the Administrative Team.

Moderator Belanger explained that Article #1 will be voted upon on March 9.

Moderator Belanger explained the additional Articles and the positions of the Cooperative School Board, the Cooperative Budget Committee as well as the Hollis Budget Committee and the Brookline Finance Committee.

Moderator Belanger explained the outline of the meeting and the timetable associated with it. Because of the equity question affecting how the voters at the district meeting will vote on the bond article, Article 7 should be settled first. He explained that before deciding on one of the three bond articles, the voters need to hear all three. If the voters settle the equity issue by settling Article #7 first, Article 14 will be removed from discussion. If Article 4 passes, articles 2 and 3 will be removed.

Moderator Belanger explained that the rearrangement of the order of which the Articles are brought to the floor is necessary. There was an agreement from the petitioners of Articles 2 and 3 to table them after they presented.

Lou-Ann Parodi moved to take up Article 2 after Article 7. Seconded by Steve Simons. The motion carried by card vote.

Lou-Ann Parodi moved to take up Article 3 after Article 2. Seconded by Steve Simons. The motion carried by card vote.

Lou-Ann Parodi moved to take up Article 4 after Article 3. Seconded by Steve Simons. The motion carried by card vote.

Lou-Ann Parodi moved to take up Article 7 first. Seconded by Steve Simons. The motion carried by card vote.

Lou-Ann Parodi moved to waive the reading of Article 7. Seconded by Steve Simons. The motion carried by card vote.

Article 7

To see if the school district will vote to amend the Articles of Agreement of the Hollis Brookline Cooperative School District to include an additional article, Article 15, as follows:

To see if the school district will vote to amend the Articles of Agreement of the Hollis-Brookline Cooperative School District to add Article # 15 relating to the procedure that would be implemented in the event that the district desires to accomplish a reduction in the number of grades for which the district is responsible to provide educational services. If adopted the following would be added to the Articles of Agreement as Article # 15:

The school board supports this article. The budget committee has not taken a position on this article.

ARTICLE 15

PROCEDURE FOR THE IMPLEMENTATION OF A REDUCTION IN GRADE

Pursuant to RSA 195:16-a, the Hollis-Brookline Cooperative District hereby provides that a reduction in grades from 7-12 to 9-12 may be accomplished by the district in the following manner:

A. Initial Vote

The initial vote concerning the question of reduction in grades may be placed on the Warrant at any annual meeting of the district by any lawful means, which vote will determine whether the district wishes to initiate the process that will lead to a vote at the next annual or special district meeting to actually implement the reduction in grades. The Hollis Brookline Cooperative School Board will make the decision about whether the initial vote will occur at the Annual District Meeting or a special district meeting. This **initial vote** will require the steps identified below to be undertaken, all of which must be complied with prior to any **final vote** to accomplish the reduction in grades.

B. Formation of the Grade Reduction Committee

In the event of an affirmative vote by a simple majority of those present and voting at the annual district meeting considering the **initial vote**, the Board of the Hollis-Brookline Cooperative School District shall organize within 30 days a study committee which shall be known as the Grade Reduction Committee, consisting of eleven (11) members, selected in the following manner

The Hollis-Brookline Cooperative School District Board shall appoint two (2) active members of the Hollis-Brookline Cooperative School District, (one being a member of the Cooperative School Board from Hollis and the other being a member from Brookline); and,

The Hollis School Board shall appoint two (2) representatives of the Hollis School Board; and,

The Brookline School Board shall appoint two (2) representatives of the Brookline School Board; and,

The respective Boards of Selectmen from the Towns of Hollis and Brookline shall appoint one (1) representative of their respective boards; and,

The Hollis Budget Committee, the Brookline Finance Committee, and the Hollis Brookline Cooperative Budget Committee shall appoint one representative of their respective boards.

C. Duties of the Grade Reduction Committee

1. **Formulation and Content of Plan** The Grade Reduction Committee shall be responsible to study the process of grade reduction and formulate a plan for grade reduction that will provide for a plan relating to **both** financial and educational considerations which shall include the following:
 - a. An educational plan containing the manner in which the provision of educational services to the 7th and 8th grade students of the Hollis and Brookline School Districts will be carried out if the reduction in grades ultimately occurs, including, without limitation, a timetable for the implementation of the educational plan; and,
 - b. Identification of the facilities in which the provision of these services will occur; and,
 - c. A financial plan containing the proposal for any distribution of assets and transfer of property that may be necessary to facilitate the provision of said educational services, including any adjustments that may be necessary to arrive at a fair and equitable distribution of assets and property jointly enhanced or acquired, including, without limitation, a timetable for the implementation of said financial plan.

2. **Information Requirements:** When considering the three criteria listed above, the Committee shall insure that the Plan contains, without limitation, the following minimum information:

- a. A detailed analysis of the financial consequence of the proposed grade reduction including the comparative costs of the current middle school and the proposed costs of the said program for the pre-existing districts.
- b. A summary of the history of capital expenditures jointly funded through apportionment by the pre-existing districts since the Cooperative School District was created relative to the Hollis Brookline Middle School. This should include identification of the impact of building aid and depreciation. Capital expenditures to date (March, 2004) are:
 - 1993 High School Renovation - \$1,135,000
 - 1999 Middle School Elevator Installation - \$85,000
 - 2003 Middle School Renovation - \$390,700

Capital projects after March, 2004 will be added to this analysis.

- c. A detailed education plan for the reduced grades, (7th and 8th), which assures complete compliance with all NH DOE regulations, minimum standards requirements, and any other applicable regulatory standards that would apply to those grades.

3. **Plan Submission** Once the Committee has completed a Plan containing the foregoing and prior to submitting the Plan to the NH Board of Education in accordance with reference C - (2), the Committee shall conduct a public hearing regarding the Plan which hearing shall allow for public input. Notice of such hearing shall be given in the same manner as any public hearing of the Hollis-Brookline Cooperative School Board provided, further, however that copies of the proposed Plan shall be made public and available to the public at the office of SAU 41, at least 14 days prior to said hearing. Following such public hearing, the Committee, within 72 hours, shall determine the final form of the Plan.

4. **Time for Plan Preparation and Submission Process** The Plan shall be prepared and completed, with specific planning detailed by the preexisting districts to house and educate their grades K-8 children and the public hearing shall be held, within 120 days of the date of the formation of the Committee.. Upon such completion the Plan, together with changes arising from the referenced public hearing, (if any), shall be submitted to the Hollis-Brookline Cooperative School Board, for its review and approval. Following such approval, said plan shall be submitted, simultaneously, to the Hollis School Board, the Brookline School Board and the respective Boards of Selectmen of the Towns of Hollis and Brookline, the State Board of Education, the Hollis Brookline Cooperative School District Budget Committee, Hollis Budget Committee, and Brookline Finance Committee.

D. Presentation of Plan for Final Vote to Legislative Body

1. The Grade Reduction Committee shall present the completed Plan to the Hollis-Brookline Cooperative School Board which shall then prepare and present a warrant article for the approval of an annual or special district meeting seeking ratification of the Plan. While the Plan shall be considered at deliberation at said meeting, it shall not be capable of modification. The purpose of the final vote will be solely to determine whether, based on the information and particulars of the Plan as prepared, the voters of the Cooperative School District wish to proceed with the contemplated reduction in grades. Nothing herein shall prevent the meeting from returning this plan to the Grade Reduction Committee for further study, assuming that votes were not approved for adjournment or to restrict reconsideration, and that a vote to continue the meeting is approved.
2. Upon final approval by the annual or special district meeting, the grade reduction plan shall be submitted to the NH Board of Education for its approval. If the Plan as presented does not meet the approval of the NH Board of Education, the Grade Reduction Committee shall continue to work with the State Board to arrive at a suitable and agreeable plan which receives the eventual approval of the NH Board of Education.
3. If such **final vote** is in the affirmative, the Plan shall be implemented according to the timetables and conditions contained therein.

E. Amendment of This Article

In spite of the fact that only a simple majority vote is necessary to adopt the within article as an amendment to the Articles of Agreement, and notwithstanding any other language to the contrary in these Articles of Agreement, when and if the within Article concerning a reduction in grades is adopted, no modification or amendment of the same shall be implemented without securing a supermajority of favorable votes of 2/3 of those present and voting on such amendment.

Article 7 was moved by Lou-Ann Parodi and seconded by Steve Simons.

Tim Bevins presented Article 7 and stated that the biggest reason for doing this was because of the Deed to the "brick building" stating that it would revert back to the town of Hollis if it were not used for two consecutive years for the purpose of a Cooperative Building. Tim also explains that there was a change in wording in Article 7, E.

"All portions of this article can be amended by a simple majority except for those portions developed under C.1.c (the financial plan) which will require a supermajority vote of 2/3 of those present and voting on such amendment."

Discussion ensued.

Forrest Milkowski proposed an amendment to Article 7 section C.2.b. to insert "but not limited to" right after "(March, 2004) are:" Seconded by Webb Scales.

Moderator Jim Belanger asked if there was a discussion on the amendment and called for a vote. *The motion carried by card vote.*

Forrest Milkowski made a motion to revert to original language, which requires a 2/3 vote to amend anything in this article in the future. Seconded by Sharon Reinhard.

Discussion ensued.

Moderator Jim Belanger asked if there were any more questions and called for a vote on the motion. *The motion defeated by card vote. Language handed out at meeting was adopted.*

Hollis Budget Committee Chairman, Mike Harris, gave a presentation on Article 7.

Discussion ensued.

Webb Scales made a motion to modify Section E of Article 7, the new language handed out at beginning of meeting, to read "Those portions developed under section C.1.c. (the finance plan) which will require a supermajority vote of 2/3 of those present and voting on such amendment." Seconded by Eric Pauer. Moderator Jim Belanger asked for any discussion and calls for a vote on the amendment. *The motion carried by card vote.*

Moderator Jim Belanger described the options available to the voters for Article 7: to table and continue discussion at a later time, stop discussion and move the question, or continue discussion of Article 7. The question was moved. *The motion carried by card vote.*

Article 2

Petition Warrant Article – New Coop Middle School in Hollis

To see if the Hollis-Brookline Cooperative School District will vote to raise and appropriate the sum of \$10,900,000 for site development, construction and original equipping of a new Cooperative Middle School on land, owned by the Hollis/Brookline Coop School District, in Hollis, on available land behind the current Coop High School. This sum to include fees and any items incident to and/or necessary for said construction, and said sum to be in addition to any federal, state, or private funds made available therefore, and to authorize the issuance of not more than \$10,900,000 of bonds or notes, in accordance with NH RSA 33 (Municipal Finance Act), and to authorize the Hollis-Brookline Cooperative School Board to issue and negotiate such bonds or notes and to determine the rate of interest thereon; furthermore, to authorize the interest earned on the investment of these bond proceeds to be used for the above purpose. In addition, to raise and appropriate \$318,000 for the first year principal and interest payment on the bond. (Submitted by petition)

The school board does not support this appropriation. The budget committee does not support this article. A two-thirds ballot vote is required.

Tom Flaherty made a motion to bring Article 2 to floor, seconded by Eric Pauer.

Tom Flaherty gave a presentation on Article 2.

Discussion ensued.

Tom Flaherty moved to table Article 2 until after Article 4, seconded by Forrest Milkowski.
The motion carried by card vote.

Lou-Ann Parodi made a motion to restrict reconsideration of Article 7. Seconded by Tim Bevins. *The motion carried by card vote.*

Article 3

Petition Warrant Article – Two COOP Middle Schools: New Middle School Brookline; Renovate Hollis

To see if the Hollis-Brookline Cooperative School District will vote to raise and appropriate the sum of \$9,769,279 for site development, construction and original equipping of a new Hollis-Brookline Cooperative Middle School on land, owned by the Brookline School District and transferred to the Hollis-Brookline Cooperative School District, in Brookline, and for the renovation of the existing Hollis-Brookline Cooperative middle school in Hollis. This sum to include fees and any items incident to and/or necessary for said construction and renovation, and said sum to be in addition to any federal, state, or private funds made available therefore, and to authorize the issuance of not more than \$9,769,279 of bonds or notes, in accordance with NH RSA 33 (Municipal Finance Act), and to authorize the Hollis-Brookline Cooperative School Board to issue and negotiate such bonds or notes and to determine the rate of interest thereon; furthermore, to authorize the interest earned on the investment of these bond proceeds to be used for the above purposes. In addition, to raise and appropriate \$282,533 for the first year principal and interest payment on the bond.

(Submitted by petition) The school board does not support this appropriation. The budget committee does not support this article. A two-thirds ballot vote is required.

Eric Pauer moved to bring Article 3 to the floor, seconded by Doug Cecil.

Eric Pauer gave a presentation of Article 3.

Discussion ensued.

Eric Pauer moved to table Article 3 until after Article 4, seconded by Forrest Milkowski.
The motion carried by card vote.

Article 4

To see if the school district will vote to raise and appropriate the sum of \$7,980,000 (gross budget) for Hollis Brookline Middle School renovation/addition and to authorize the issuance of not more than \$7,980,000 of bonds or notes, in accordance with NH RSA 33 (Municipal Finance Act), and to authorize the school board to issue and negotiate such notes or bonds and to determine the rate of interest thereon. Furthermore to appropriate the sum of \$100,000 representing interest earned on the above bond proceeds to be used for the above purposes. And to raise and appropriate the sum of \$213,742 for the first interest payment on the bond or note. The school board recommends this appropriation. The budget committee supports this article. A two-thirds ballot vote is required.

Steve Simons moved to bring Article 4 to the floor, seconded by Lou-Ann Parodi.

Kathy O'Sullivan, Doug Cleveland, Pat Goyette, Steve Simons, Julie Mook and Bill Matthews gave a presentation on Article 4.

Discussion ensued.

Ernie Hudzic made a motion for all day voting tomorrow from 7am - 6pm after voting tonight, seconded by Kathy O'Sullivan.

Anita Moynihan made a motion to amend the time from 7:00am through 6:00pm to 7:00am through 6:30pm and to reconvene at 7:30pm, seconded by Ernie Hudzic.

Discussion on the amendment ensued.

Amendment to motion is defeated by card vote.

Discussion on the main motion ensued.

Moderator Jim Belanger asked if there are any other questions and called for a vote on the motion to vote tomorrow 7-6pm as well as tonight and reconvene at 7:00pm. *The motion carried by card vote.*

Lou-Ann Parodi made a motion to restrict reconsideration on the all day vote, seconded by Tim Bevins. *The motion carried by card vote.*

Discussion ensued.

Moderator Jim Belanger asked for a vote to close debate. *The motion carried by card vote.*

Mike Harris made some final comments. He stated that the School Board had never supported a school that would house 800 kids.

Lou-Ann Parodi moved to adjourn meeting until tomorrow night, seconded by Steve Simons. *The vote carried by card vote.*

The polls were opened and the meeting was adjourned at 11:05pm until March 4th at 7:00pm.

Respectfully Submitted,

Teresa Noel

**Hollis/Brookline Cooperative School District Annual Meeting
Hollis/Brookline High School
March 4, 2004
7:00pm**

Hollis/Brookline Cooperative School District Board Members

**Lou-Ann Parodi, Chair
Timothy Bevins
Thomas Enright
Betty B. Hall
Pamela Kirby
James McBride
Stephen Simons**

Hollis/Brookline Cooperative School District Budget Committee Members

**Bill Matthews, Chair
Doug Cecil
Tom Enright
Dave Golden
Tim Hale
Forrest Milkowski
Ray Valle**

Hollis/Brookline Cooperative School District Moderator

Jim Belanger

**Ken DeBenedictis, Superintendent of Schools
Charles Flahive, Principal, Hollis-Brookline High School
Pat Goyette, Principal, Hollis-Brookline Middle School
Lee-Ann Blastos, Business Administrator
Carol Mace, Director of Curriculum and Instruction
Teresa Noel, Cooperative School District Clerk**

Moderator Jim Belanger called the meeting to order at 7:19pm

The National Anthem was sung by Eric Brassard, Ross Matthei, Kara Maloney, and Jessica Tomer.

Moderator Jim Belanger stated that there were 2,227 votes cast. A 2/3 majority vote was needed for the motion to carry, which would be 1485 votes. There were 1,503 Yes votes, 18 more than needed.

Article 4 passed by 2/3 majority vote.

Moderator Jim Belanger was asked if Article 4 could be reconsidered. Jim stated that notice had to be given in a newspaper and 7 days later we could meet to reconsider.

Moderator Jim Belanger gave an overview of timetable for the meeting.

There was a motion to take Article 2 off the table. Don't know who made these motions.

There was a motion to take Article 3 off the table.

Jim Murphy motioned take up Articles 13 and 14 now, seconded by Lou-Ann Parodi. *The motion carried by card vote.*

Lorin Rydstrom made motion to take Articles 13 and 14 off the table, seconded by Jim Murphy. *The motion carried by card vote.*

Sue Spencer motioned to take up Article 17 next, seconded by Sue Nierendorf. *The motion carried by card vote.*

Lou-Ann Parodi made a motion to restrict reconsideration of Articles 13 and 14, seconded by Steve Simons. *The motion carried by card vote.*

Article 17

Petition Warrant Article

To see if the Hollis-Brookline Cooperative School District will vote to:

- A. Raise and appropriate the sum of \$20,000 for increased busing costs related to a change in school hours, and
- B. Direct the Cooperative School Board to begin each school day no earlier than 8:15 AM. These measures will not become effective unless the Hollis and Brookline School districts vote to accommodate the change in the coop school hours, by altering the hours of the elementary schools in Hollis and Brookline. (Submitted by petition) The school board does not support this article. The budget committee does not support this article.

A break was taken while presentation on Article 17 was getting ready and Moderator Jim Belanger introduced Pam Kirby of the Cooperative School Board. On behalf of the Cooperative School Board, Pam presented Lou-Ann Parodi, who will be finishing her term on the Board after many years, with a Print done by a local Artist. The Print is of Burton Farm on Rt. 130. Felt it was appropriate because it was the center of both towns.

Lou-Ann Parodi thanks everyone and appreciates the gift.

John Lumbard made a presentation on Article 17

Attorney Bill Dresher gave a legal opinion. The article seeks to raise money, which the voters can do; but the voters cannot change hours of school. It would be an advisory vote only.

Lou-Ann received petitions with 67 signatures in favor of this article.

Discussion ensued.

Moderator Jim Belanger brought Article 17 to a vote. *The motion defeated by card vote.*

Lou-Ann Parodi moved to take up Article 5.

Article 5

To vote to authorize the school board to enter into a two-year lease agreement for the purpose of leasing three double unit portable classrooms and to raise and appropriate the sum of \$61,380 for the first year's payment for that purpose. This lease agreement contains an escape clause. The school board recommends this appropriation. The budget committee supports this article.

Steve Simons moved to bring Article 5 to the floor, seconded by Tim Bevins.

Tom Enright gave a presentation on Article 5.

Discussion ensued.

Kathy de Lacy moved the question, seconded by Mike Harris. *The motion carried by card vote.*

Moderator Jim Belanger brought Article 5 to floor for vote. *The motion carried by card vote.*

Article 6

To see if the school district will vote to raise and appropriate the sum of \$220,912 for the purpose of set up and operation of three double unit portables at \$68,000 and for an additional staffing costs of \$152,912. If the lease agreement article fails (Article 5 above), this article cannot be brought forward and will be null and void. The school board recommends this appropriation. The budget committee supports this article.

Tom Enright made a motion to bring Article 6 to floor, seconded by Lou-Ann Parodi.

Tom Enright gave a presentation on Article 6.

Peter Cook moved the question, seconded Mike Harris. *The motion carried by card vote.*

Moderator Jim Belanger brought Article 6 to the floor for a vote. *The motion carried by card vote.*

Lou-Ann Parodi motioned to restrict reconsideration on Articles 5 and 6, seconded by John Andruskeiwicz. *The motion carried by card vote.*

Kathy de Lacy motioned to take Article 15 up next, seconded by Doug Cleveland. *The motion carried by card vote.*

Article 15

[This petition warrant article proposes that all future amendments to the Articles of Agreement for the Hollis/Brookline Cooperative School District require a supermajority (two-thirds) vote, instead of a simple majority. The Coop was established by a process that included separate approval votes in each town to form the coop. Since the Articles of Agreement are the foundation of the coop, amending the Articles of Agreement should require more than a simple

majority. In a two town coop, the larger town could unilaterally change the Articles of Agreement to benefit itself at the expense of the smaller town. Requiring a supermajority provides a reasonable level of assurance that the proposed amendment to the Articles of Agreement is really in the best interest of the entire coop.]

To see if the Hollis Brookline Cooperative School District will vote to amend the Articles of Agreement of the Hollis Brookline Cooperative School District by deleting Article 11 as it is currently written and substituting a new Article 11 as follows:

“These articles of agreement may be amended by the Hollis/Brookline Cooperative School District, consistent with the provisions of RSA 195:18 III(i), except that no amendment shall be effective unless the question of adopting such amendment is submitted at a Cooperative School District meeting to the voters of the District after reasonable opportunity for debate in open meeting, and unless a supermajority (two-thirds) of the voters of the District who are present and voting shall vote in favor of adopting such amendment. Furthermore, no amendment to these articles shall be considered except at an annual or special meeting of the Cooperative School District and unless the text of such amendment is included in an appropriate article in the Warrant for such a meeting.”

It shall be the duty of the Cooperative School Board to hold a public hearing concerning the adoption of any amendment to these articles of agreement at least ten (10) days before such annual or special meeting and to cause notice of such hearing and the text of the proposed amendment to be published in a newspaper or newspapers having general circulation in the District at least fourteen (14) days before such a hearing.” (Submitted by petition) The school board does not support this article. The budget committee has not taken a position on this article.

Eric Pauer motioned to bring Article 15 to the floor, seconded by Jim McBride.

Eric Pauer gave a presentation on Article 15

Discussion ensued.

Collis Jackson moved the question, seconded by another voter. *The motion carried by card vote.*

Moderator Jim Belanger brought Article 15 to floor for vote. *The motion was defeated by card vote.*

Article 8

To see if the school district will authorize the Hollis/Brookline Cooperative School District to access future year and federal catastrophic aid funds in the event that special education costs exceed budget limitations. The school board recommends this article. The budget committee supports this article.

Betty Hall moved to bring Article 8 to the floor, seconded by Lou-Ann Parodi.

Betty Hall gave a presentation on Article 8.

Ernie Hudziec moved the question on Article 8. *The motion carried by card vote.*

Moderator Jim Belanger brought Article 8 to floor for vote. *The motion carried by card vote.*

Article 9

To see if the school district will vote to raise and appropriate a sum of \$299,998 to fund the increase in cost items relative to professional staff salaries and fringe benefits for the 2004-2005 school year which resulted from good faith negotiations with the professional staff, and which represents the negotiated increase over last year's salaries and fringe benefits. This is the second year of a two-year contract. Cost item increases in subsequent years will require approval of specific warrant articles at future district meetings. The school board recommends this appropriation. The budget committee supports this article.

Pam Kirby moved to bring Article 9 to floor, seconded by Steve Simons.

Pam Kirby gave a presentation on Article 9.

Moderator Jim Belanger asked for any questions and brought Article 9 to the floor for vote. *The motion carried by card vote.*

Article 10

To see if the school district will vote to raise and appropriate a sum of \$87,721 to fund the increase in cost items relative to support staff salaries and fringe benefits for the 2004-2005 school year which resulted from good faith negotiations with the support staff, and which represents the negotiated increase over last year's salaries and fringe benefits. This is the second year of a two-year contract. Cost item increases in subsequent years will require approval of specific warrant articles at future district meetings. The school board recommends this appropriation. The budget committee supports this article.

Jim McBride motioned to bring Article 10 to the floor, seconded by Steve Simons.

Jim McBride gave a presentation on Article 10.

Moderator Jim Belanger asked for any questions and brought Article 9 to the floor for vote. *The motion carried by card vote.*

Mike Harris moved to restrict reconsideration on Article 15, seconded by Kathy de Lacy. *The motion carried by card vote.*

Article 11

To see if the school district will vote to raise and appropriate \$13,480,931 for the support of schools, for the payment of salaries of school district officers and agents and for the payment of statutory obligations of the district. The school board recommends this appropriation. The budget committee supports this article.

This appropriation does not include any of the other warrant articles.

Tom Enright moved to bring Article 11 to the floor, seconded by Tim Bevins.

Tom Enright presented Article 11.

Bill Matthews presented the tax impact of the article on both towns.

Discussion ensued.

Moderator Jim Belanger asked for any questions and brought Article 11 to the floor for vote. *The motion carried by card vote.*

Article 12

To see if the district will vote to raise and appropriate a sum of \$23,000 to initiate a Latin course at Hollis Brookline High School, including salary for the part-time teacher and materials. The program will begin in September 2004. The school board recommends this appropriation. The budget committee supports this article.

Lou-Ann Parodi motioned to restrict reconsideration of Article 11, seconded by Steve Simons. *The motion carried by card vote.*

Doug Cecil motioned to bring Article 12 to the floor, seconded by Steve Simons.

Pam Kirby gave a presentation on Article 12.

Discussion ensued.

Sue Hurd moved the question on Article 12 seconded by John Andruskeiwicz. *The motion carried by card vote.*

Moderator Jim Belanger asked for any questions and brought Article 12 to the floor for vote. *The motion carried by card vote.*

Article 16

Petition Warrant Article (Alternating District Meeting location)

To see if the Hollis Brookline Cooperative School District will vote to amend the Articles of Agreement to add the following language to Article 2: That the location of the Hollis Brookline Cooperative School District Annual Meeting alternate between the towns of Hollis and Brookline. Monthly meetings of the Hollis-Brookline Cooperative School Board will alternate on a monthly basis between the towns of Hollis and Brookline. (Submitted by petition)

The school board does not support this article. The budget committee has not taken a position on this article.

Ernie Hudziec moved to bring Article 16 to the floor, seconded by Lou-Ann Parodi.

Ernie Hudziec presented Article 16.

Discussion ensued.

Ernie Hudziec motioned to amend Article 16 to omit language "That the location of the Hollis-Brookline Cooperative School District Annual Meeting alternate between the towns of Hollis and Brookline." Seconded by John Liska.

Atty. Bill Dresher explained why this would not be a binding article.

Moderator Jim Belanger asked if there was a discussion on the amendment and called for a vote. *The motion was defeated by card vote.*

Moderator Jim Belanger asked for any questions and brought Article 16 to the floor for vote. *The motion was defeated by card vote.*

Article 18

To transact any other business which may legally come before said meeting.

Steve Simons thanked both towns for passing Article 4.

Lou-Ann Parodi thanked Jim Belanger for a well run meeting.

Lou-Ann Parodi moved to adjourn meeting, seconded by voters.

Meeting adjourned 9:48pm.

Respectfully Submitted,

Teresa Noel

HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT

	ACTUALS FY 2003-2004	ADOPTED FY 2004-2005	PROPOSED FY 2005-2006	BUD COMM RECOMMENDED FY 2005-2006
1100 REGULAR INSTRUCTION	\$4,176,731	\$4,649,268		
1200 SPECIAL EDUCATION	\$1,148,663	\$1,600,798		
1260 ESL PROGRAM	\$43,379	\$45,254		
1270 GIFTED AND TALENTED	\$2,967	\$1,200		
1300 VOCATIONAL EDUCATION	\$87,418	\$95,409		
1400 CO-CURRICULAR	\$309,384	\$355,601		
1600 ADULT COMMUNITY EDUCATION	\$8,142	\$10,000		
2120 GUIDANCE	\$397,432	\$425,677		
2130 HEALTH	\$93,612	\$103,697		
2210 IMPROVEMENT OF INSTRUCTION	\$137,356	\$170,275		
2220 EDUCATIONAL MEDIA	\$205,111	\$212,738		
2310 SCHOOL BOARD EXPENSE	\$52,379	\$26,845		

*Unavailable at press time
To be distributed at District Meeting*

	ACTUALS FY 2003-2004	ADOPTED FY 2004-2005	PROPOSED FY 2005-2006	BJD COMM RECOMMENDED FY 2005-2006
2320 OFFICE OF SUPERINTENDENT	\$382,666	\$423,012		
2400 OFFICE OF PRINCIPAL	\$656,898	\$701,850		
2600 OPERATION OF PLANT	\$864,301	\$855,166		
2700 TRANSPORTATION	\$316,330	\$345,239		
2900 FRINGE BENEFITS	\$1,752,510	\$2,174,198		
4200 SITE IMPROVEMENT SERVICES	\$73,414	\$0		
4300 ARCHITECTURE SERVICES	\$18,400	\$0		
4600 BUILDING IMPROVE. SERVICES	\$0	\$0		
5100 DEBT SERVICE	\$1,715,064	\$1,508,275		
5221 TRANSFER TO FOOD SERVICE	\$436,598	\$429,182		
5222 TRANSFER TO SPECIAL REVENUE	\$296,654	\$124,600		
5230 TRANSFER TO CAPITAL PROJECTS	\$681,491	\$8,209,380		
GRAND TOTALS	<u>\$13,856,900</u>	<u>\$22,467,664</u>	<u>\$0</u>	<u>\$0</u>

*Unavailable at press time
To be distributed at District Meeting*

HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT

REVENUE & CREDITS	APPROVED BY DRA <u>2003-2004</u>	\$	APPROVED BY DRA <u>2004-2005</u>	\$	APPROVED BY DRA <u>2005-2006</u>	\$
UNRESERVED FUND BALANCE						
DRIVER EDUCATION	71,584		319,236		-	
CATASTROPHIC AID	4,000		4,000		4,000	
BUILDING AID	4,488		0		0	
CHILD NUTRITION	573,166		569,212		491,201	
EARNINGS ON INVESTMENTS	379,704		421,026		462,300	
STUDENT ACTIVITIES	15,000		110,000		10,000	
OTHER LOCAL SOURCES	14,000		14,000		14,000	
BOND REFINANCE	27,728		28,299		29,465	
RUTH WHEELER TRUST FUND	212,010		23,795		0	
HOLLIS TRUST FUND	600		600		600	
PFSE PRIVATE FOUNDATION GRANT	5,600		5,600		5,600	
FEDERAL FUNDS	60,000		50,000		0	
SALE OF BONDS	86,500		116,500		116,500	
PRIVATE CITIZEN CONTRIBUTIONS	0		7,980,000		0	
	<u>188,352</u>		<u>0</u>		<u>0</u>	
TOTAL REVENUE & CREDITS	\$ 1,642,732		\$ 9,642,268		\$ 1,133,666	
DISTRICT ASSESSMENT	10,253,915		10,603,530		(See Note)	
ADEQUACY AID	1,760,276		2,221,866		2,713,400	
TOTAL APPROPRIATIONS	<u>\$ 13,656,923</u>		<u>\$ 22,467,664</u>		<u>(See Note)</u>	

Note: Unavailable at press time. To be distributed at District Meeting.

HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT
 Combined Statement of Revenues, Expenditures and Changes in Fund Balances
 All Government Fund Types
 For the Fiscal Year Ended June 30, 2004

	General Fund	Special Revenue Funds	Capital Projects Funds	Total (Memorandum Only)
Revenues				
School District Assessment	\$ 7,614,977	\$ -	\$ -	\$ 7,614,977
Other Local	452,159	512,487	846	965,492
State	5,052,069	13,365		5,065,434
Federal		229,305		229,305
Total Revenues	13,119,205	755,157	846	13,875,208
Expenditures				
Current				
Instruction	5,852,240	248,770		6,101,010
Support Services				
Student	491,044			491,044
Instructional Staff	342,467	22,669		365,136
General Administration	52,379			52,379
Executive Administration	382,666			382,666
School Administration	656,898			656,898
Operation and Maintenance of Plant	795,759			795,759
Student Transportation	316,330			316,330
Other	1,752,510			1,752,510
Non-Instructional Services		451,122		451,122
Facilities Acquisition and Construction	462,741	2,800	307,763	773,304
Debt Service	1,715,065			1,715,065
Total Expenditures	12,820,099	725,361	307,763	13,853,223
Excess (Deficiency) of Revenues Over (Under) Expenditures	299,106	29,796	(306,917)	21,985
Other Financing Sources (Uses)				
Transfers In	3,740	648	68,542	72,930
Transfers Out	(68,542)			(68,542)
Total Other Financing Sources (Uses)	(64,802)	648	68,542	4,388
Net Change in Fund Balances	234,304	30,444	(238,375)	26,373
Fund Balances - July 1	173,900	126,987	260,438	561,325
Fund Balances - June 30	\$ 408,204	\$ 157,431	\$ 22,063	\$ 587,698

HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT
 Combined Balance Sheet
 All Fund Types and Account Group
 June 30, 2004

	Governmental Fund Types		Fiduciary Fund Types	Account Group		Total (Memo-randum Only)
	General	Special Revenue		Capital Projects	Trust and Agency	
ASSETS AND OTHER DEBITS						
Assets						
Cash and Equivalents	\$ -	\$ 127,455	\$ 25,198	\$ 184,637	\$ -	\$ 337,290
Investments	291,710					291,710
Intergovernmental Receivable		163,921		248,440		412,361
Interfund Receivable	132,020	21,350				153,370
Prepaid Items	58,975					58,975
<u>Other Debits</u>						
Amount to be Provided for the Retirement of General Long-Term Debt					9,206,904	9,206,904
TOTAL ASSETS AND OTHER DEBITS	\$ 482,705	\$ 312,726	\$ 25,198	\$ 433,077	\$ 9,206,904	\$ 10,460,610
LIABILITIES AND EQUITY						
Liabilities						
Accounts Payable	\$ 51,346	\$ 1,925	\$ 3,135	\$ -	\$ -	\$ 56,406
Accrued Payroll and Benefits	23,155					23,155
Interfund Payable		153,370				153,370
Due to Student Groups				184,637		184,637
General Obligation Bonds Payable					9,004,279	9,004,279
Capital Lease Payable					27,625	27,625
Compensated Absences Payable					175,000	175,000
Total Liabilities	74,501	155,295	3,135	184,637	9,206,904	9,624,472

	Governmental Fund Types		Fiduciary Fund Types	Account Group		Total (Memo-randum Only)
	General	Special Revenue		Trust and Agency	General	
			Capital Projects			
<u>Equity</u>						
<u>Fund Balances</u>						
Reserved For Encumbrances	88,969					88,969
Reserved For Endowments			248,440			248,440
Reserved For Special Purposes				22,063		22,063
Unreserved						
Designated For Special Purposes		157,431				157,431
Undesignated	319,235					319,235
Total Equity	408,204	157,431	248,440	22,063	0	836,138
TOTAL LIABILITIES AND EQUITY	\$ 482,705	\$ 312,726	\$ 433,077	\$ 25,198	\$ 9,206,904	\$ 10,460,610

CERTIFICATE

This is to certify that the information contained in this report was taken from the official records and is complete and correct to the best of my knowledge and belief. The accounts are kept in accordance with Section 17 of Chapter 71-A of the Revised Statutes Annotated and regulation Chapter Rev 1100. Financial Accounting for Local Education Agencies on file with the Administrative Procedures Act, and upon forms prescribed by the Department of Revenue Administration.

Tim Bevins
 Anne Dumas
 Thomas Enright
 Betty Hall
 Pamela Kirby
 Jim McBride
 Steve Simons

Kenneth L. DeBenedictis, Ed.D., Superintendent

The books and records of the Hollis Brookline Cooperative School District have been audited by the CPA firm of Plodzik and Sanderson, Concord, NH.

HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT
 ACTUAL EXPENDITURES FOR
 SPECIAL EDUCATION PROGRAMS AND SERVICES
 RSA 32:11a *

	2002-2003	2003-2004
EXPENSES:		
SALARIES	\$ 938,596	\$ 1,095,408
BENEFITS	212,588	272,315
TUITION	178,775	91,425
CONTRACTED SERVICES	113,979	153,525
TRANSPORTATION	50,115	30,281
MATERIALS	10,097	11,314
EQUIPMENT	2,171	4,792
OTHER	203	355
SUBTOTAL	\$ 1,506,524	\$ 1,659,415
 REVENUE:		
CATASTROPHIC AID	\$ 32,643	\$ 4,135
IDEA	112,961	151,400
SUBTOTAL	\$ 145,604	\$ 155,535
 NET COST FOR		
SPECIAL EDUCATION	\$ 1,360,920	\$ 1,503,880

* Department of Education, Bureau of Special Education requires, under separate cover, an accounting of actual expenditures by the district for special education programs and services for the previous 2 fiscal years.

TEACHER ROSTER
HOLLIS BROOKLINE HIGH SCHOOL

Name	Experience	Assignment	College	Degree
Charles Flahive	47	Principal	Boston Univ.	M.Ed.
Richard Manley	26	Assistant Principal	Northeastern	M.A.
Robert Ouellette	9	Assistant Principal	Suffolk University Law School NH College	J.D. M.B.A.
Jennifer Acker	3	English	Moravian College	B.A.
Nicole Adamson	4	Physical Education	Keene	B.S.
Rebecca Balfour	12	Social Studies	Beloit College	B.S.
Dorothy Ball	21	Mathematics	Nova Southeastern Univ.	M.A.
Cora Beaudry	First Year Teacher	Special Education	UNH	B.A.
Mania-Dolores Blow	1	Spanish	Rivier	B.A.
Donald Boggis	22	Phys. Ed./Wellness	Plymouth State	B.S.
Barbara Boucher	15	Media-Library	URI	M.L.S.
John Callinan	6	Physics	U. Mass. Lowell	M.Ed.
Jodi Cannon	2	Student Assistance Program Coord.	Rivier	M.Ed.
Jon Castro	22	Social Studies	UNH	M.A.T.
Luis Clark	22	Spanish	Rivier	M.A.
Rodney Connors	13	Science-Biology	Fitchburg State	M.Ed.
Steven DeL Signore	5	Science	Rivier	B.A.
Bonnie Duffy	13	Mathematics	Brown Univ.	B.A.
Vina Evans	21	Mathematics	Keene State	B.Ed.
Lara Fox	First Year Teacher	Latin-French	Georgetown Univ.	B.S.
Michael Gangemi	38	English	Middlebury	M.A.
Kerry Girzone	7	Guidance	Notre Dame College	M.Ed.
Timothy Given	2	Physical Education-Wellness	UNH	B.S.
Jennifer Gorman	1	Social Studies	SUNY, Stonybrook	B.S.
Kathryn Haight	4	Family and Consumer Science	Colorado State Univ.	B.S.
Christine Hanscom	12	Special Education	Rivier	M.Ed.
Elizabeth Hay	5	Spanish	Holy Cross	B.A.
Susan Holding	6	Technology	UNH	M.B.A.
Mark Illingworth	22	English	Tufts Univ.	M.A.
Lun Illingworth	13	English	UNH	M.A.T.
Mark Illingworth	19	Mathematics	Univ. VA	B.S.

Name	Experience	Assignment	College	Degree
Mary Kelley	24	Guidance	Rivier	M.Ed.
Deborah Kissell	8	English	UNH	B.A.
John Kitredge	32	Anatomy-Physiology	Suffolk Univ.	M.Ed.
Elias Korcoulis	42	Physical Education	Keene State	B.Ed.
Amy Kozlowski	5	Guidance	Rivier	M.Ed.
Peggy LaBrosse	28	Chemistry	Iona	M.S.
Lindsay Lankin	22	School to Careers Coordinator	Temple Univ.	M.A.
Brigitte MacMillan	7	Art-Photography	Rivier	B.A.
Brian Maynard	34	Science, Physics	Suffolk Univ.	M.Ed.
M. Frances McBee	15	ESL Specialist	Notre Dame College	M.A.
Judith McDaniell	2	Mathematics	Rivier	M.B.A.
Kathie McGowan	16	Special Education	Eastern Illinois Univ.	B.S.
Helen Melanson	34	Social Studies	Dartmouth	M.A.
Katherine Melanson	2	Chemistry	Stonehill Coleige	B.S.
Joel Mitchell	39	Social Studies	Dartmouth	M.A.
Susan Mooers	7	Mathematics	Univ. Southern Maine	M.S.
Richard Nagy	26	Mathematics	St. John's Univ.	M.S.
J. William Neller II	29	Social Studies	UNH	M.A.T.
Melissa Oliver	2	English-Social Studies	UNH	B.A.
Lina Pepper	7	Art	Plymouth State	B.S.
Stuart Pepper	15	Social Studies	Nene College of Higher Ed., UK	B.A.
Malinda Pires	7	Physical Science	The Graduate Institute	M.A.
Stacey Plummer	10	Mathematics	Univ. Rochester	B.A.
Joseph Quinn	21	Computer Technology	Fitchburg State	B.S.
Jennifer Ridje	1	Spanish	New York University	M.A.
Milton Robinson	10	Special Education	Rivier	M.Ed.
Douglas Ruby	2	Mathematics	U. Mass. Lowell	M.Ed.
Rhon Rupp	18	Chemistry	Univ. NC	B.A.
Maria St. Pierre	3	Health Education	Univ. of Lowell	B.S.
Cathy Saunders	8	School Nurse	Univ. of Southern Maine	B.S.N.
Stacey Sawyer	5	Studio Art-Technology	UNH	B.A.
Karen Sayward	18	Music-Chorus	U. Mass. Lowell	M.M.
Kelly Sewell	2	English	Seton Hall Univ.	B.A.
Kristin Sicard	6	Occupational Therapist	Texas Women's Univ.	B.S.
Samantha Squires	6	English	Temple Univ.	B.S.
Michael Trenters	3	French	Keene State	B.A.

Name	Experience	Assignment	College	Degree
Francis Tkaczyk	24	Special Education	Notre Dame College	M.Ed.
Elyse Tomlinson	11	English-Theatre Arts	Univ. of Santa Clara	M.A.
David Umstead	5	Instrumental Music	Univ. of Louisville	M.M.
Jennifer Verville	4	Spanish	Keene State	B.A.
Linda Wheeler	33	French	Univ. Maine	B.A.
Michael Williamson	24	English	Cambridge Univ., UK	M.A.
Richard Winslow	1	Guidance	UNH	M.A.
Robert Zimmerman	9	Psychotherapist	Keene State	M.Ed.
			Salem State College	M.S.W.
<u>Leave of Absence 2004-05</u>				
Amy Bottomley	4	Special Education	Bethany College	B.A.
<u>District Wide</u>				
Jeanne Hayes	22	Special Education Coordinator	Rivier	M.Ed.

TEACHER ROSTER
HOLLIS BROOKLINE MIDDLE SCHOOL

NAME	EXPERIENCE	ASSIGNMENT	COLLEGE	DEGREE
Patricia Lewis Kimberly	25 9	Principal Assistant Principal	UNH Northeastern Univ. Rivier	M.Ed. M.A. CAGS
Deirdre Eileen Claudia	25 20 3	School Nurse-Health Media-Library Spanish	UNH URI Superior en Lenguas Vivas No. 1 de Rosario (Argentina)	B.S. M.A. B.A.
Margaret David Gayle Stephen Jennifer Carolyn	25 24 29 12 3 32	Social Studies Science Physical Education Social Studies Special Education English	Syracuse Univ. U. Mass. U. Bridgeport St. Anselm College Keene State Mt. St. Mary College	M.L.S. M.A. M.S.Ed. B.A. B.S.-B.A. M.A.
Christopher Jeanne Lauren Karen Glenn Claudia Janice	New Teacher 25 10 8 19 17 10	English English English Language Arts Special Education Instrumental Music Reading Science-Math	Ohio Univ. Northeastern Univ. St. Michaels College Rivier Eastern Michigan Univ. Fitchburg State Montclair State Univ.	B.A. M.Ed. B.A. M.Ed. B.S. M.Ed. M.A.
Carolyn Paula Christine	26 4 6	Science Mathematics Guidance	Rutgers Boston Univ. Univ. Lowell American Grad. School Intl. Mgmt. Plymouth State	M.A. B.S. B.S. M.A. M.Ed.
Joseph Margaret Katrina Patricia	9 27 4 21	Computer English Mathematics Psychoeducational Evaluator	Duquesne Univ. U. Mass., Amherst Rivier Michigan State Univ.	M.A. B.A. B.A. Ph.D.

NAME	EXPERIENCE	ASSIGNMENT	COLLEGE	DEGREE
Timothy	1	French	Williams College	B.A.
Carolyn	15	English	Keene State	B.S.
Dean	28	Mathematics	Rivier	M.Ed
Ronald	21	Physical Education-Health	UNH	M.S.
Janet	10	Spanish	Regis College	B.A.
Jacqueline	32	Reading	Westfield State College	M.A.
Barry	19	Social Studies	Framingham State	M.A.
Melanie	25	Special Education	Rivier	M.Ed
Richard	14	Guidance	Antioch New England	M.A.
Rosemary	27	Mathematics	Northeastern Univ.	B.A.
Christine	8	Special Education	Fitchburg State	M.Ed.
Sandra	15	Art	UNH	B.S.
Paul	25	Technology Education	Fitchburg State	M.Ed.
Louise	33	French	Rivier	M.Ed.
Teresa	2	Mathematics	Univ. Lowell	B.S.
Bharti	11	Family & Consumer Science	Univ. of Baroda	M.S.
Jeanne	4	Special Education	Fitchburg State	B.S.
Patricia	15	Reading	Worcester State	B.S.
Nancy	13	Music	U. Conn	M.M.
Charles	35	Social Studies	UNH	M.Ed
Erin	1	Student Assistance/Health	UNH	B.S.
Hollis Brookline Cooperative, District Wide	22	Special Education Coordinator	Rivier	M.Ed
Jeanne Hayes				
Leave of Absence				
Holly Maher	5	English	U. Conn	M.A.

**Annual Report
2004-2005
Hollis Brookline Middle School**

As principal of Hollis Brookline Middle School, I am both pleased and proud to submit this report to the citizens of Hollis and Brookline.

GRATITUDE

On behalf of the staff and students at Hollis Brookline Middle School I wish to thank the residents of Hollis and Brookline for their support. Hollis Brookline Middle School provides academic rigor, diverse extracurricular opportunities, healthy social events and emotional support during challenging, adolescent years. The renovation/expansion project will only serve to enhance our program.

ENROLLMENT

At present there are four hundred and fifty-eight (458) students enrolled at Hollis Brookline Middle School. We have been able to maintain excellent class sizes with the addition of a two person team at the seventh grade level. Mrs. Grupposo has been instrumental in the success of Team McClintock with her new partner, Ms. Ellerin. We recognize their hard work and commitment to the middle level model of teaming.

NEW STAFF

We accepted three retirements with regret. We are proud to welcome our new staff members. Their skill, style and compassion have served to enhance our educational community.

Mr. Rick Melillo – Guidance
Mrs. Lauren Corliss - English
Ms. Janice Ellerin - Science/Math
Mrs. Nancy Spencer – Choral/General Music
Mrs. Jean Filer - Receptionist/Secretary
Ms. Jeanne Hayes - Special Education Coordinator (Coop)

Special education services are delivered within an exemplary model of inclusion. Our paraprofessionals are key to the success of our program.

Mr. Chris Cieto
Mrs. Cheryl Ulm
Mrs. Carol Hamilton
Mrs. Karen Johnson
Mr. Tom Borick

BUILDING INITIATIVES

The Hollis Brookline Middle School Renovation/Expansion Project is well underway thanks to the passing of the bond during the Annual District Meeting last March. We are genuinely excited about the plan to house our seventh and eighth grade students under one roof, in appropriate instructional spaces and with new and improved common areas.

A **Master Schedule** has been drafted which will allow students to eat lunch by grade levels, rather than the 5 lunches that are presently scheduled by teams. All students will benefit from a less fragmented schedule, plus will enjoy being able to socialize with students from other teams. In addition, the multi purpose room will accommodate some physical education classes, therefore reducing class size.

Our **Best Schools Leadership Initiative** continues to thrive in its second year of implementation. Skill-based advisory groups meet daily for the first twenty minutes of the day. ROCK is the acronym for Reading, Organization, Communication and Knowledge. Research states that academic achievement will increase as a result of a positive adult relationship during the emerging adolescent stage of development.

Technology continues to be a primary focus. The staff at Hollis Brookline Middle School has embraced technology as the tool it is intended. Email communication has grown tremendously beyond interschool boundaries to parents. Homework is posted daily by 4:00 PM on our school web site and individual teachers have created valuable web pages that provide study guides, interactive applications and current events.

Hollis Brookline Middle School students have been involved in many **service projects**. Grade 7 English classes integrated service learning during their study of A Christmas Carol. Students on Team 3 have been engaged with children from Iraq, first with t-shirts donated and bought with dance proceeds, and later with a stuffed animal collection. Communication is ongoing with Mrs. Cicciu's nephew who is stationed in Iraq. The personal emails have increased meaning and understanding for our young adolescents. Again, Student Council organized the Giving Tree to support children from the Nashua Children's Home. And finally, Mrs. Smith's ROCK group, otherwise known as the Tsunami Squad organized a collection for the tsunami victims. The original goal was one dollar per person, which was far exceeded with close to one thousand dollars.

Assessment has a new face at all grade levels; the **New England Common Assessment Program**. Students in grade 7 participated in a mathematics pilot while grade 8 completed the writing prompt. There will be no results this year, therefore we have continued with the Terra Nova's. In the fall of 2005 all students will be tested in mathematics and writing.

An SAU wide Team is studying **data collection**, specifically what data should be collected/saved? How should data be used? And, how can data be accessed in order to make more informed decisions?

PARENT, TEACHER, STUDENT ASSOCIATION

Our PTSA continues to be a strong foundation to our success. Twenty plus parents meet monthly to discuss what is affecting our adolescents, what we can control and how to make a positive difference.

The Staff Appreciation Committee out did itself again this year with a Turkey Feast to include all the fixings. The recognition for staff's daily diligence is greatly appreciated.

We applaud the work of Peg Teichman as our *Knightly News* publisher. The guaranteed communication 6-8 times per school year is an essential tool during these adolescent years.

The Hollis Brookline Middle School Parent Association continues to receive the Blue Ribbon Award for volunteerism. We are proud of our parent involvement and recognize their contributions.

EXTRA-CURRICULAR

Exemplary middle schools boost connections with students beyond the school day. Hollis Brookline Middle School offers diverse opportunities for students to become involved to include a variety of interscholastic sports and intramurals, yearbook, drama, choral, band, art, chess and Student Council. Recognition assemblies honor students four times a year for their academic and extracurricular accomplishments.

SUMMARY

We continue to strive for balance with academic rigor and care for our young adolescents. Mrs. Kimberly Rizzo Saunders has had profound positive impact on the middle school. I am proud to work with Mrs. Saunders, the HBMS staff, students, parents and community members from Brookline and Hollis.

Respectfully submitted,

Patricia Lewis Goyette
Principal

HOLLIS BROOKLINE HIGH SCHOOL

Town Report

2004-2005

Hollis/Brookline High School continues to grow and thrive as an academic institution. Our enrollments continue to increase by thirty to fifty students each year. This places even greater demands on our staff and facilities. The strong support consistently received from our two communities enables us to upgrade our facilities, add staffing, strengthen curriculum and add additional challenging courses such as AP US History, AP Biology, Latin, and AP Chemistry. Sports and extra-curricular activities have also been increased with strong student participation.

Our HBHS tenth grade students continue to receive among the highest scores in the entire State! They far exceeded our goals to raise all scores and move students into the upper categories of Proficient and Advanced. Our staff, administrators, and SAU #41 Directors also deserve credit for their efforts and dedication towards improving our scores. Our SAT scores were also above average and comparable to the best of New England's public schools. Also, our college admissions continue to improve with more seniors being accepted into highly competitive colleges.

With the assistance of Ms. Carol Mace, our District Director of Curriculum, our department chairs, and faculty, we have been able to offer new courses to challenge all students to achieve at higher levels, become critical thinkers, incorporate higher order thinking skills into our courses, and review and write new curriculum.

A great deal of time and effort has been spent preparing for our NEASC visitation in March. This process began with our self-study this past year and will continue for the next several months.

During their second year of competition, our US First Team scored very well in the robotics competition. Under the guidance of Susan Hay, parents, and community members, this group has flourished. New programs were added and participation remains at a high level in our Technology Center.

This year, football was a club sport. With the strong support of our School Board and Football Boosters Club, approximately 60 students participated. They enjoyed an exceptional season and we see nothing but positive growth over the next few years. We were recently notified by the NHIAA that we have been recognized as a varsity sport for the 2005-06 season. Many thanks to all the parents and friends who attended the games and lent support to the program. Also, a word of thanks to our SAU Co-op Board for endorsing our program.

The high level of participation in all sports is an indicator of our successful athletic/sports programs. In addition, several teams, including soccer, baseball, volleyball, and basketball qualified for tournament play. We are proud to be hosting the State Track Meet on our new facility in May.

Our Musical and Performing Arts continues to present high quality and exciting concerts, musicals, and shows for the students and communities. At this writing, students are busily preparing for the annual Spring Musical, Babes in Arms. Drama Director, Elyse Tomlinson, and Music Directors, Karen Sayward and Dave Umstead along with Technical Director, Mark Illingworth continue to motivate and encourage students to participate in their programs. Additional assemblies have been held throughout the year to recognize Spirit Week, Social Awareness, A World of Difference, and Academic and Athletic Achievement.

Our new AP Biology, AP US History, and Latin courses have been well received, successful, and have certainly strengthened our curriculum as well as improving our school profile. In addition, AP and SAT Review courses are offered to prepare students for College Board testing. An AP Chemistry course is one of the new programs being offered for the 2005-2006 school year.

I take pride in my role as Principal of such an excellent secondary school and an SAU Board and Central Administration committed to excellence and the goal of providing a challenging educational experience for all students. My thanks and appreciation to the School Board, Superintendent DeBenedictis, Business Manager, Leeann Blastos, and my dedicated faculty and support staff for their commitment and support. I will be retiring this year along with our Superintendent, Dr. DeBenedictis, Guidance Director, Mrs. Mary Kelley, and Technology Director, Mr. Richard Mehlhorn. For me it has been three wonderful years and a pleasure to have served with a tremendous School Board, Superintendent, and talented staff. We are truly gifted to have such a great facility and student body. I also thank the communities of Hollis and Brookline for their continued support as we strive for excellence and research how we can do what we do better. Your enthusiasm is our motivation!

Respectfully submitted

Charles W. Flahive, Principal
"Age Quod Agis"

HOLLIS BROOKLINE HIGH SCHOOL
GRADUATION AWARDS
JUNE 2004

National Honor Society

Catherine Beck	Kari Kulpa
Steven Betit	Megan Luteran
Jessica Blanche	Danielle Ouellette
Marlena Brash	Ashley Owens
Michelle Brett	Katharine Quaglieri
Melissa Carvalho	Tara Robinson
Christine Chapman	Mark Santoski
Danielle Dufresne	Cara Spencer
Jennifer Edmonds	Meredith Stanizzi
Suzannah Flaherty	Allison Stauble
Amy Gentile	Rebecca Storm
Brian Gray	Lori Vance
Jeanette Hardy	Rachel Whitman
Allie Hills	Elizabeth Widner
Jessica Hinson	

Tri-M Music Honor Society

Daniel Bouley	Kevin Kong
Zachary Cone-Roddy	Andrew Slater
Amy Gentile	Jessica Tomer
David Gorham	Christine Zore
Maggie Jamison	
Michael Klisz	

Foreign Language Honor Society

Catherine Beck	Christina Kang
Marion Blasco	Krista Korn
Stacy Bosowski	Kari Kulpa
Zachary Cone-Roddy	Megan Luteran
Danielle Dufresne	Danielle Ouellette
Jennifer Edmonds	Katharine Quaglieri
Amy Gentile	Allison Stauble
Elsa Guzman	Jessica Tomer
Allie Hills	Lori Vance
Jessica Hinson	

Alan Frank Memorial Book Award

Melissa Carvalho

Angela Adams Memorial Scholarship

Meredith Stanizzi

Anna-May Samson Flahive Award

Amy Eaton
Laura Stiles

Atrium Dodds Scholarship
Danielle Dufresne

Brookline Women's Club Scholarship
Jamie Vaughn

The Cavalier of the Year Award
Laura Stiles

Charles Zylonis Memorial Scholarship
Brian Gray

Coach Korcoulis Scholarship
Catherine Beck

Coca-Cola National Scholarship
Christina Kang

Colonial Garden Club of Hollis
Jeanette Hardy

Community Christmas Card Scholarship
Brian Gray

Denise Kulas Scholarship
Jennifer McDonough
Meredith Stanizzi

Dollars for Scholars Scholarships
Brian Gray
Elsa Guzman
Christina Kang
Mark Santoski
Cara Spencer
Meredith Stanizzi

Ed Berna Memorial Scholarship
Stacey Bosowksi

Educational Talent Search Achiever Award
Brian Gray

French Honor Award
Jennifer Edmonds
Allison Stable

Hollis Brookline High School Booster Club Boys Leadership Scholarship
Keith Garcia

Hollis Brookline High School Booster Club Girls Leadership Scholarship

Catherine Beck

Hollis Brookline High School Booster Club Boys Scholarships

Brian Gray
Peter Jones
Owen McDonnell

Hollis Brookline High School Booster Club Girls Scholarships

Danielle Dufresne
Kelly Gadberry
Tamara Niquette
Becky Storm

Hollis Brookline Rotary Club Scholarships

Catherine Beck
Brian Gray
Meredith Stanizzi

Hollis Brookline Rotary Club Vocational Scholarship

Christopher Cantella

Hollis/Brookline Scientific Women's Scholarship

Michelle Brett

Hollis Education Association Scholarship

Brian Gray

Hollis Woman's Club Scholarship

Allison Stauble

Hollis Woman's Club Vocational Scholarship

Corey Dickerson

Hollis Woman's Club Valedictorian Book Award

Jennifer Edmonds

John M. Doll Scholarship

Jessica Blanche
Peter Jones

Laurie Harris Memorial Scholarship

Katharine Quaglieri

Nancy Archambault Ratta Memorial Scholarship

Jennifer Frankavitz
Jessica Mahoney
Brandi Wylie

Nashua Rotary Suzie Award

Ashleigh Moran

Nashua Rotary West
Zach Cone-Roddy

Presidential Freedom Scholarship
Christina Kang

Richard Maghakian Memorial Scholarship
Brittany Aho

RISD Book Award
Brandi Wylie

Ruth E. Wheeler Scholarship
Steven Betit

S-TEAM for Youth Scholarship
Beth Widner

Salutatorian Book Award
Zach Cone-Roddy

Shaws Scholarship
Christina Kang

Southern New Hampshire Medical Center Scholarship
Shaylene Doty

Southern Virginia University Academic Scholarship
Jonathan Banks

Spanish Honor Award
Kristina Korn

Student Council Scholarship
Brian Gray

Target Scholarship
Christina Kang

US Department of Education Presidential Scholarship
Christina Kang

Warren Towne Memorial Scholarship
Meredith Stanizzi

William E. and Lorraine W. Dubben/Dollars for Scholars Scholarships
Mark Santoski
Byrony Tomic-Beard

**HOLLIS/BROOKLINE HIGH SCHOOL
COLLEGES THAT ACCEPTED - CLASS OF 03-04**

American University
 Anna Maria College
 Arizona State University
 Assumption College
 Barry University
 Bates College
 Bentley College
 Berklee College of Music
 Boston University
 Bryant College
 Bryn Mawr College
 Bucknell University
 Cabrini College
 Champlain College
 Clark University
 Clarkson University
 Clemson University
 Colby-Sawyer College
 College of the Holy Cross
 Colorado Mountain College/
 Alpine Campus
 Colorado State University
 Columbia College Chicago
 Concordia University/Austin
 Connecticut College
 Cornell University
 Dalhousie University
 Daniel Webster College
 Drexel University
 Elmira College
 Elon University
 Embry-Riddle Aeronautical
 University
 Emerson College
 Endicott College
 Fisher College
 Fitchburg State College
 Florida Institute of Technology
 Florida State University
 Fordham University
 Franklin Pierce College
 George Mason University
 Georgia Institute of Technology
 Gordon College
 Guilford College
 Hesser College
 High Point University
 Husson College
 James Madison University
 Johns Hopkins University
 Johnson & Wales University
 Keene State College
 Kimball Union Academy
 Lafayette College

Lesley College
 Marist College
 Massachusetts Institute of
 Technology
 McGill University
 Merrimack College
 Miami University
 Michigan State University
 Middlesex Community College
 Montserrat College of Art
 Mount Holyoke College
 New England College
 New Hampshire Community
 Technical College
 New Hampton School
 Nichols College
 Northeastern University
 Northfield Mount Herman School
 Oberlin College
 Ohio Northern University
 Ohio State University
 Ohio University
 Palm Beach Community College
 Pasco-Hernando Community
 College
 Pennsylvania State University
 Plymouth State University
 Purdue University
 Queen's University
 Quinnipiac University
 Regis College
 Rivier College
 Roanoke College
 Roberts Wesleyan College
 Rochester Institute of Technology
 Roger Williams University
 Sacred Heart University
 Saint Anselm College
 Saint Joseph's College/Maine
 Salve Regina University
 Savannah College of Art & Design
 Seton Hall University
 Simmons College
 Southern New Hampshire
 University
 Southern Virginia University
 St. Michael's College
 Stonehill College
 Suffolk University
 Syracuse University
 The College of William & Mary
 Thomas College
 Trinity College
 Tufts University

Tulane University
 University of Colorado/Boulder
 University of Connecticut
 University of Florida
 University of Hartford
 University of Hawaii @ Manoa
 University of Illinois/Urbana-
 Champaign
 University of Maine/Orno
 University of Mary Washington
 University of Massachusetts/
 Amherst
 University of Miami
 University of Michigan Ann Arbor
 University of New England
 University of New Hampshire
 University of New Hampshire/
 Manchester
 University of Oregon
 University of Pennsylvania
 University of Rhode Island
 University of Rochester
 University of South Florida
 University of Tampa
 University of Toronto
 University of Vermont
 University of Wyoming
 Wagner College
 Washington University/St. Louis
 Wayne State College
 Weber State College
 Western New England College
 Western State College of Colorado
 Westfield State College
 Widener University
 William Marsh Rice University
 Wingate University
 Worcester Polytechnic Institute

Statement of Bonded Debt
Land Acquisition

Original Amount Bonded::	\$630,000
Ten (10) Year Bond @ 4.75%	\$164,098
Less: Principal Paid in 2004	\$65,000
Less: Interest Paid in 2004	\$31,848
Less: Principal Paid in 2005	\$65,000
Less: Interest Paid in 2005	\$25,650
Less: Principal Paid in 2006	\$65,000
Less: Interest Paid in 2006	\$23,050
Less: Principal Due in 2007	\$65,000
Less: Interest Due in 2007	\$20,450
Less: Principal Due in 2008	\$65,000
Less: Interest Due in 2008	\$17,850
Less: Principal Due in 2009	\$65,000
Less: Interest Due in 2009	\$15,250
Less: Principal Due in 2010	\$60,000
Less: Interest Due in 2010	\$12,000
Less: Principal Due in 2011	\$60,000
Less: Interest Due in 2011	\$9,000
Less: Principal Due in 2012	\$60,000
Less: Interest Due in 2012	\$6,000
Less: Principal Due in 2013	\$60,000
Less: Interest Due in 2013	\$3,000
Balance on 12/31/2013	\$0

- IN AN EMERGENCY -

*** FIRE * POLICE ***

*** AMBULANCE ***

911

Non-Emergency - Police 673-3755

Non-Emergency - Fire & Ambulance..... 465-3636

Town Offices - 673-8855

Town Clerk/Tax Collector..... Ext. 218

Nancy Howard - Monday thru Friday, 8 am - 2 pm, Wed. 6-9 pm
and last Saturday of the month, 9 am-noon

Selectmen Ext. 214

Rena Duncklee, Executive Assistant/Office Manager - Monday thru
Friday, 8 am - 2:00 pm

Planning Board Ext. 215

Valerie Maurer, Secretary - Monday thru Friday, 8 am - 2:00 pm

Assessor/Zoning Board of Adjustment Ext. 216

Carole Tafe, Secretary - Monday thru Friday 8 am - 2 pm

Building Inspector Ext. 212

Monday thru Thursday, 8:00 - 10:00 am