

BRENTWOOD BOARD OF SELECTMEN  
MINUTES OF 1/25/2011

Convened: 6:30 p.m.  
Present: Kevin Johnston  
Andrew Artimovich  
Jane Byrne  
David Menter  
Jeffrey Bryan

The Board met and reviewed payroll, accounts payable, and signed the register. The Selectmen reviewed and signed the recreation register.

Jonathan Ellis was in to present the weekly Treasurer's report.

Building Inspector Gil Tuck was in with the following permits which the Selectmen signed:

- Rick Sheehy of 8 Sanborn Way for the installation of a generator.
- George Hussey of 182 Rowell Rd West for installation of 60 amp subpanel for a generator.

The Selectmen reviewed the minutes of the 1/18/11 meeting. Byrne moved the minutes as written. Bryan seconded the motion; all voted in favor. Artimovich made a motion to approve the nonpublic minutes from 1/18/11 as written. Bryan seconded the motion; all voted in favor.

Walter Mitchell of Mitchell Municipal was in to see the Selectmen at his own request. He mentioned that they received a letter last May indicating the Board was not happy with the service they were getting. Mitchell wanted to come by and make sure they are now meeting the Board's expectations. Johnston said he feels there has been an amazing turn around and the response time has greatly improved. While Mitchell was present, the Board discussed whether or not they would like to have Town Counsel attend the Town Meeting. It was agreed that Mitchell will put it on his calendar and the Board will let him know whether or not he will be needed when the date draws nearer.

Byrne made a motion to suspend the meeting to meet with legal counsel. Menter seconded the motion; all voted in favor.

Artimovich made a motion, seconded by Menter, to resume the public meeting. All voted in favor.

The Board reviewed the notes:

- Bryan made a motion, seconded by Johnston, to approve the Selectmen's Report for the Town Report. All voted in favor.
- The Board discussed the dedication of the Town Report.
- Bryan made a motion, seconded by Byrne, to reopen the Conservation Commission budget. All voted in favor. In order to level fund the 2011 operating budget, Bryan made a motion to reduce the Conservation Commission budget by \$5,996 with the intent that if they find something that they need these additional funds for the Selectmen will approve a transfer from the TAN line. Byrne seconded the motion; all voted in favor.
- The Historical Society is in receipt of a letter from Gary Raymond regarding the work that needs to be done on the Grange to make it code compliant. They would like to wait

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until 2012 to include a warrant article for this. A motion was made by Byrne and seconded by Bryan to postpone the warrant article until 2012. All voted in favor.

- The Board reviewed a draft of the warrant article that addresses stand-by pay. Stevens reported that she had to increase the amount of the warrant article from \$24,000 to \$25,836 as the proposed amount did not include FICA/Medicare. Bryan made a motion to approve the warrant article as written. Byrne seconded the motion; all voted in favor.
- Stevens reported on her discussion with Jeane Samms of the Dept of Revenue regarding warrant articles for a lease/purchase.
- Byrne made a motion, seconded by Menter, to approve the operating budget in the amount of \$2,719,344 for general municipal operations. This represents a zero increase over 2010. All voted in favor.
- The Board said it would be OK for Primex/Best Doctors to meet with the department heads to discuss their program.
- Due to the fact that the Selectmen will attend the budget hearing scheduled for Monday, 2/7 the Board will not meet on Tuesday, 2/8.
- The Board reviewed prior correspondence with Budget Storage. Stevens will speak with Glenn Greenwood about it next week.

Emergency Management Director Richard Murphy was in to discuss the following items with the Board:

- We will be receiving a new State Rep for Emergency Management, Cindy Richard is no longer Brentwood's rep. A new one has not been named.
- A tabletop exercise will be added to the Seabrook drills.
- Murphy asked where in the scheme of things his department lies concerning an EOC. He mentioned that he has not received any official notification from the Board concerning the status of the fire station, the EOC or planned alternate EOC. He continued that if we were to have an emergency at this time, he would not know where to go. Bryan asked if he has spoken with the Fire Chief. Murphy responded that he does not work for the Fire Chief, he works for the Selectmen and his guidance needs to come from the Board. He added that he is mystified as to why he was kept out of the process and to this date has not heard any official notification from the Board. Johnston responded that it certainly was not intentional; it was an oversight that he was not included. Johnston explained that they just assumed that everyone that had anything to do with the fire department or police department was aware of the status and thought that Murphy was part of that. Johnston said that the Board will make an effort to get information to Murphy by memo or phone. Bryan discussed the secondary EOC with Murphy. In addition they discussed access to the building and the need to move the EOC items over to the new station. Murphy said that it is his understanding that we do not have to have complete redundancy of equipment between the 2 EOCs; we need to have mobility. Murphy requested a copy of the letter from the fire consultant that addresses the EOC issue. Lastly, Murphy notified the Board that he will be out of the state from 2/26-3/7.

The Board signed the following documents:

- Artimovich made a motion, seconded by Bryan, to sign a letter of response to a taxpayer requesting installment payments.
- A letter denying the request of Three G Real Estate Development to pay the impact fees at time the certificate of occupancy is obtained, as discussed last week.

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Bob Gilbert was in on behalf of the Joint Loss Committee. He explained that at their last meeting they decided they would like a firm recommendation as to how to handle snow storms; when and when not to open the Town Offices and at what point safety becomes a factor. Gilbert said that the highway department's first responsibility is the roads; then to go clean out the town buildings. In that case, between our employees and the public it becomes an issue for their safety. What the Joint Loss Committee is recommending is that the Selectmen appoint one person to decide when it is going to be a "storm day" and when it is not. This person would do that in conjunction with the Road Agent, the weather forecast and the time frame of the storm. Gilbert asked that the Board consider all of this and appoint someone to take the responsibility of determining if it is a "snow day." Johnston asked if a "snow day" means a day without pay. Gilbert answered that a "snow day" would be a day with pay because you'd be calling the day off. He added that you could also have late days. Johnston explained that the Town Office Building is now also a secondary EOC and the Board does have the option of telling the highway department to make this building a priority and make sure it is accessible to the town. Bryan said the thing to do is if a big storm of 1" or more an hour is predicted then have someone plow the public buildings with the one ton, as they did a couple of weeks ago. Kathy St. Hilaire, who was in attendance, commented that at the last big snow storm there was no one here to shovel and keep the doorways cleared; if you're going to be open just make sure there is someone here to keep it clear. Artimovich said if the highway department can find someone to operate the one ton to plow the town buildings, that individual can also shovel or snowblow the entrances. Bryan added that this would only need to be done during the big storms. Gilbert said that if the Board and highway department can do what has been said and get someone in to the town buildings and keep them cleared out, then that is perfectly reasonable. Johnston recapped by saying that what they are going to do is put it on the highway department to make sure the building is open and shoveled out, and the chairman will determine if there is a need to close the town office building. All agreed.

The Board discussed the final Ricci Construction bill. Bryan said we do have the right to hold back 5% for, he believes, 30 days. Artimovich made a motion, seconded by Bryan, to pay \$91,401.12 from bond proceeds and the \$30,000 that was encumbered from the FD building maintenance line and withhold payment of the remainder. All voted in favor. A motion was made by Bryan and seconded by Menter to approve Change Order #15 for 30 key swipes in the amount of \$950. All voted in favor. This amount was included in their final bill.

The Selectmen would like a letter sent to Kevin Lemoine requesting a master key for the fire department to be held in the Selectmen's office. In addition, Richard Murphy needs a key swipe to the building and a key to his office.

At 7:55 p.m., a motion to adjourn was made by Bryan and seconded by Artimovich. All voted in favor.

Respectfully submitted,

Julie Stevens