

BRENTWOOD BOARD OF SELECTMEN
MINUTES OF MARCH 16, 2010

Convened: 5:30 p.m.

Present: Jeffrey Bryan
Andrew Artimovich
Jane Byrne
David Menter
Kevin Johnston

The Board reviewed the notes:

- We received a letter from the Asst. District Director from the Dept of Labor regarding the investigation that took place of the Police Dept payroll for the period of 11/10/2007-10/31/2009. He is agreeing with the investigator that we owe back wages in the amount of \$313.55 to Jesse Pimental for DARE training hours. Byrne made a motion, seconded by Menter, to approve payment to Pimental. All voted in favor.
- A department head meeting will be scheduled for sometime in April.
- A motion was made by Bryan and seconded by Artimovich to pay Doug Cowie \$125 for being Asst. Moderator at Town Meeting. All voted in favor.

Emergency Management 2/25 Wind Storm Review

Don Tilbe, Deputy Emergency Management Director, distributed a letter to EM Director Richard Murphy and the Selectmen which touched on the following points:

- Lack of leadership
- Need for a call list of people willing to do shelter coverage
- Need to have a shelter director and asst director
- Need for better communication when a key player is going to be away on vacation
- Recommend promoting emergency management to the public and creating a C.E.R.T. program.

Bryan commented that one of the biggest problems was that he and EM Director Murphy were on vacation and there was no communication that they were unavailable. Murphy agreed and recommended some type of white board at the fire station where there could be a list of names and dates when individuals will be out of town or unavailable. Murphy also explained that the list of names and numbers in his Emergency Operations Plan is outdated and updated information needs to be added. Tilbe explained that the other opportunity to obtain contact names and numbers is in the ERP book which is part of Seabrook's plan and does contain Selectmen's information.

Other suggestions made by Murphy were as follows:

- Improve notification including updated contact lists
- Community involvement program with a list of community members who are willing to work in the shelters. Murphy would provide them a CPR and First Aid class so they are comfortable working in the shelter environment.
- Need the players to do the positions that are required
- A public access channel

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- Emergency cell phones that dial just 9-1-1 for shut-ins or individuals with special needs to have on hand if in need of assistance. He is researching this through the state.
- Do we have reverse 9-1-1 capability?
- Cable television at the Community Center
- For the Selectmen to have a copy of Richard's work schedule so they are aware of when he is out of town.
- A place for storage of Emergency Management items – cots, etc.

Murphy said he wanted to go on record commending Wayne Robinson, Duane Demeritt and the members of the fire department that did an outstanding job of getting the roads cleared for apparatus and emergency equipment to respond to people that were having issues. The Board agreed.

Murphy said he knows we're working on getting him some office space and that will help. He also needs to address with the state their contact information as mail and information is still getting sent to the former EM Director.

Byrne recommended a meeting of the players that were involved in the last incident as we need an updated list for well-being checks. She continued that she's aware that Seabrook sends out paperwork for people to fill out if they need assistance (well-being checks) but some of the folks who need it won't complete them, but we know who they are now and we want to make sure they're on the list. Tilbe said Donna Vadeboncouer maintains a "special needs" list and the fire department did check on these individuals. Murphy says manpower becomes a huge issue with trying to go door-to-door.

Bryan asked Murphy if he thought showers should be available at the BCC. Murphy responded that it is something we should definitely look at. Tilbe said they did have a few people inquire about that during the wind storm. Murphy will look into any possible grants that would help with this expense.

Julie Stevens mentioned that last year taxpayers agreed to purchase a new generator for the BCC with the understanding that it was going to be used as the emergency shelter. During this wind storm, the BCC was not opened as a shelter until Monday morning. Murphy said that was more of a call from management as they could not find manpower for coverage. He continued that they sheltered where they knew they had people in place, which was the Fire Station. Stevens said she didn't receive a phone call from anyone that whole weekend so she figured the shelter must be up and running and everything going smoothly. She continued that had anyone called, she would have been happy to help at the shelter and has had others tell her the same thing. Tilbe said he has to take partial blame for that. He said when he got into town on Saturday a.m. the fire department was open as a shelter and instead of moving it, he kept it where it was. Stevens commented that with the passing of the fire station, the town office is supposed to receive the generator from the existing fire station and that should help with communication efforts.

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Resident Lynn Austin presented Murphy with some information that she wanted to share regarding some helpful resources. She explained that in 2003, for NH Public Television, she created Partnership for a Safe NH which was all about bringing together townspeople, local emergency preparedness personnel and staff to identify what their potential needs would be in cases of natural disasters or manmade emergencies. She had a copy of a condensed version of that information. Austin then shared details about the website in Orford, NH regarding Emergency Management which contains several different downloads related to emergency situations. In addition, that town has a public release edition of their emergency operation plan that is available on their website and is a great tool that the townspeople could print out and have at their fingertips. Other information she shared was from the Town of Lee website which has an emergency planning brochure which could be printed out. Austin said any of these resources can be used as models for our own information rather than reinventing the wheel. Murphy commented that we do have Emergency Planning pamphlets available at the Town Office; the information is available it's just a problem getting it out there. The last resource she shared was from Hudson School District and she said from that she pulled the need for emergency preparedness committees to include leadership from the main buildings in town, i.e. someone from the library, churches, school and local businesses. Austin concluded by saying that the more people you gather to the table to help shape and craft and give input to what the EM team knows with their expertise, the more soldiers you're going to have in the field when an emergency strikes.

Tilbe added that we could have called Red Cross in to help with sheltering. They will take basic control of a lot of sheltering aspects. Byrne asked if they send a bill. Tilbe said they never have. Tilbe commented that the Red Cross has more resources such as those for psychological and emotional support. Byrne commented that the Red Cross should be a last resort following community effort.

Julie mentioned a couple of suggestions she has had passed along to her: having the Police Dept make use of their Twitter account to send out "tweets" with emergency info such as shelter location; a designated cell phone for emergency management that would be located at the EOC that people could call to get info during a crisis.

Byrne recommends that whenever there is an emergency incident like this that the Selectmen hold an emergency meeting to evaluate the situation. She continued that there should be a Selectmen at the EOC at all times.

Murphy recommends having an Emergency Management meeting following the completion of the Seabrook Drills to discuss all of the above items in detail. He will try to schedule that sometime in June.

Payment/Register Approval

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

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

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Meeting with Fire Chief Kevin Lemoine

Fire Chief Kevin Lemoine was in with several items:

- Engine 3, the Mack, needs a new steering box for about \$2,500. This is the truck that the new truck is replacing but the intention was to keep it as a reserve truck.
- The Fire Department is on track for a grant for \$57,000 for hose and appliances for all 3 trucks. The final step is some paperwork that needs to get signed by the bank. There is a 5% match required which will probably get paid from the ambulance revolving account.
- Johnston or Byrne will get Lemoine the contact information for the gentleman who offered to do work on the floors at the new fire station.
- The Fire Department will need to store some trucks somewhere starting in May. Lemoine has talked with Epping and they will take our second ambulance there for the summer. New England Dragway has said they will take a truck over there if needed as well. Bryan offered his building as well if it has not sold. Lemoine said that would be even better since it would be in Town.
- The new truck will have a \$3,500 upgrade with air suspension at no cost.
- The Fire Department would like to take their storage shed that is at their existing location to the new site. The Selectmen see no problem with that.
- Lemoine questioned what permits are needed for the new fire station. Bryan responded that they already have a driveway permit and septic design. Bryan said he would like to form a Building Advisory Committee to oversee the construction of the new fire station. Lemoine suggested that it just not be too big. The Board will get in touch with the former building committee members to see who is interested in being on the Advisory Committee. John Kennedy who was in the audience shared some information about a bond program that allows states and municipalities to borrow for infrastructure projects at a lower cost for taxpayers. We will look into this. Bryan asked if the Fire Station Plan was ever brought before the Planning Board. Kennedy said he believes it was a while ago and did get their approval. Bryan would like Stevens to double check with the Planning Board office.
- The Department is looking into purchasing a new battery powered automatic stretcher from the ambulance revolving account for approximately \$14,000.
- Byrne suggested we speak with the Planning Board about the possibility of increasing the impact fee amount based on the new fire station.
- Lemoine commented that the Town Office should be getting the generator from the current fire station once they move to their new location.
- The Firemen's Association needs to look into putting the current building up for sale. Lemoine said he would like to deal with a realtor in town. Byrne suggested someone who deals with commercial properties. Byrne asked if the Association is at least going to patch the leaks in the roof. Lemoine said there is no water coming through but it is in need of replacement. Johnston inquired if there is any reason the Town would want that building. Lemoine responded that he asked that question about 6 years ago. Byrne said she would feel the same way about that as she did about the School District saying that the old junior high and high school were unsafe and we needed new, and then they went and used it anyway. Johnston said it isn't suitable for a fire station but could be for other uses. Bryan

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said he would be interested in seeing the appraisal. Lemoine said he has received 1 appraisal for \$400,000-\$500,000.

- Bryan asked what the Firemen's Association is doing about Musso's remaining items on their property. Lemoine said they are sending a letter that they consider anything remaining as being abandoned. The Board asked Julie about the letter of response they reviewed last week to Ms. Cady. Julie read a revised letter based on Town Counsel's recommendation. Byrne made a motion to sign the letter. The motion was not seconded; the letter will not be sent.
- The Selectmen shared with Lemoine the list of recommended items included in the Center for Occupational & Employee Health Annual Firefighter Medical Surveillance. Stevens explained that the steps that are being recommended if the Selectmen choose to move forward with annual "Fit-For-Duty" testing for the full-time fire personnel is to first change their job descriptions to include this requirement. After that, the employees would be allowed a given number of days to prepare themselves for the testing. If the employee failed a portion of the test that results in the physician making a determination that the individual is not fit for duty, that employee would have to go out on disability and would be given a set number of days to work on the area needed. Lemoine asked if it would be discriminatory to just go after these 2 guys. It was explained that Legal Counsel has been consulted on this matter and they have said we can require this of the full-time fire personnel only. Lemoine said he sent out a question to all 42 departments that he is associated with in the Seacoast Chiefs asking if they have any type of wellness plan or annual testing and he received 3 responses. The most stringent is Dover. Bryan said it needs to be decided how long to give them until the test is administered and how long to give them if they fail a portion of the exam. Byrne suggested January 1, 2011. Bryan commented that there are some risks involved in waiting that long. Lemoine asked if the employees would be paid to have the exam. The Board responded that they would. The Selectmen said they would like to have the job description changed and approved by Town Counsel to include an annual occupational medical evaluation by April 1, 2010. The exam will take place on or about October 1, 2010 which will allow the full time personnel 6 months to prepare. Johnston recommended including this addition for all full time emergency personnel, which would include fire and police personnel. Byrne made a motion to implement the health and wellness plan, which would require all full time emergency personnel to participate in an annual occupational medical evaluation, effective October 1, 2010. Johnston seconded the motion; all voted in favor.

Work Session

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

- Jim Votour of 24 Lebreux Street to install an emergency generator.
- Earl LeClaire of 38 Peabody Drive to remodel the basement

Menter made a motion to approve the minutes of 3/9/10 for discussion; seconded by Byrne. On pg. 2 regarding the letter to Ms. Cady, in the second sentence of that

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paragraph, Byrne asked to change it to say that we do not have the authority. Bryan responded that it already says that by saying we are not empowered to. Byrne agreed to leave it. Byrne asked that the word “adamant” be replaced with “said she was sure”. Byrne said that she had agreed with Bruce Stevens and would like that added. Artimovich recommended replacing “go after” with different wording. Bryan, Artimovich, Byrne and Menter voted in favor of approving the minutes as amended; Johnston abstained.

The Board signed the following documents:

- Artimovich made a motion, seconded by Bryan, to sign an appointment slip for Jonathan Ellis as Town Treasurer with an expiration of March 31, 2012. All voted in favor.
- Bryan made a motion to sign a Permit to Operate a Dragway for New England Dragway. Byrne seconded the motion. Bryan, Byrne, Menter and Johnston voted in favor; Artimovich recused himself.
- A motion was made by Menter and seconded by Artimovich to allow Bryan to sign a boundary validation form for the US Census Bureau. All voted in favor.
- Letters to Middle of Road Realty Trust and Brentwood Country Store asking them to come in to discuss an easement agreement. They will be sent certified mail.
- A Certificate of Authority for Municipalities for Citizens Bank listing the names of the Selectmen.
- Artimovich made a motion, seconded by Byrne, to allow Bryan to sign letter to Citizens authorizing the overall credit limit of the Town to be increased to \$3,000 and the limit for Kevin Lemoine’s card to be increased to \$1,000. All voted in favor.
- A motion was made by Artimovich, seconded by Byrne, to allow Bryan to sign a Road Inventory Collection Form sent by NH Dept of Transportation. All voted in favor.
- The form from FEMA was received for the Selectmen to sign noting whether or not the Town will provide curbside pickup of debris for property owners. FEMA will reimburse for 75% of the cost. Road Agent Robinson commented that he is not sure if Brentwood Distribution is going to let us bring this debris to them. He has been told that they’ve shut off any more deliveries. In addition, the man who usually assists with his logging truck is not available for a couple of months. Byrne recommended we wait a week to vote on it to give Robinson the opportunity to get more information. All were in agreement.

It was time for the Board to vote on a new chairman. Bryan said he would like to have Artimovich be chair as he is well deserving, very bright and thinks outside the box but has concerns about the need for him to recuse himself during employee issues. Artimovich said he would not accept the chair position because of that reason but moved that Johnston be chairman instead. Bryan seconded the motion; all voted in favor.

Byrne shared drafts of commendation letters for a couple employees for their actions during the recent wind storm. Artimovich suggested having the Selectmen send the letters to the department heads and letting the department heads then issue their own

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letters of commendation to their employees, at the recommendation of the Selectmen. All were in agreement.

Police Chief Wayne Robinson said that Irwin Motors is asking for another vote of approval to purchase the cruiser, even though they've already voted in favor of it once. Bryan made a motion, seconded by Johnston, to allow Chief Robinson to purchase the new cruiser. All voted in favor.

At 7:50 p.m. a motion to adjourn was made by Bryan and seconded by Artimovich. All voted in favor.

Respectfully submitted,

Julie Stevens