

BRENTWOOD BOARD OF SELECTMEN
MINUTES OF 10/12/10 MEETING

Present: Kevin Johnston
Andrew Artimovich
David Menter
Jeff Bryan

6:00 p.m. Informational tour of new fire station.

Convene at Town Office: 6:30 p.m.

The Selectmen reviewed the minutes of the 10/5/10 meeting. Artimovich noted that in the second bullet on pg. 1, PVC should be replaced with ADS. Johnston asked to have the last bullet on pg. 2 removed. Bryan made a motion to approve the minutes as amended. Artimovich seconded the motion. Johnston, Artimovich and Bryan voted in favor; Menter abstained.

The Board reviewed the notes:

- The Selectmen examined a draft of a proposed new form called a Memorandum of Action that would be used when the Selectmen request/recommend that a department head take a particular action. The form would be completed after the Selectmen make the request and would stay with the Selectmen until the action is completed. When completed, it would go into the employee's and department head's files. Bryan made a motion, seconded by Artimovich, to approve the use of the Memorandum of Action form. All voted in favor.
- A motion was made by Artimovich and seconded by Menter to include the PD and FD annual medical screenings in the Joint Loss Management budget starting in 2011. All voted in favor.
- The Selectmen discussed the deferred comp expense that continues to be paid to 3 town employees. They asked Stevens to do some research by next week's meeting.
- The Board agreed that the propane bill for filling the new tanks at the fire station should be paid from the bond.
- As an update to the revaluation process, Jim Michaud is sending out letters this week to all property owners indicating their new assessments. They will have an opportunity to call the Selectmen's office Monday-Wednesday of next week to schedule informal hearings on Wednesday-Saturday. Stevens plans to have the MS1 prepared by this Friday, 10/15, for submission to the DRA.
- The Selectmen discussed with Wayne Robinson and Duane Demeritt an Employee Performance Evaluation class that they have signed up for. The class will give them both points towards being road scholars.
- Bryan made a motion, seconded by Menter, to sign Change Order #11 with Ricci Construction for a \$3,000 credit for landscaping. All voted in favor.
- Rob Wofchuck has notified the Board that Emily Schmalzer has volunteered to take over as the primary representative from Brentwood to the Southeast Watershed Alliance. Wofchuck is willing to resign as primary representative and volunteer as the back-up representative. Artimovich made a motion to accept

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Wofchuck's resignation as primary representative and appoint Emily Schmalzer as his replacement and Wofchuck as the back-up. Bryan seconded the motion, all voted in favor.

Al Belanger and Doug Finan were in to present the budget for the Cemetery. All line items remained the same with the exception of land maintenance which was lowered by \$700. Belanger mentioned that Road Agent Wayne Robinson has talked with him about the need for a new mower and that if the Selectmen would like, they could put the \$700 back in the budget towards the purchase of the mower. The Board indicated that was an item that should be budgeted in the highway budget or a warrant article but they will consider the option when voting on the final budget.

Phyllis Thompson was in to present the budgets for Town Clerk and Tax Collector. She explained that the majority of the line items on both budgets are either salaries or insurances, both of which are yet to be determined. Of the remaining line items on the Town Clerk's budget, dues/subscriptions/fees is the only line she is budgeting for an increase from \$125 to \$500 due to e-reg expenses. As far as the Tax Collector budget, she is budgeting a slight decrease in dues/subscriptions from \$250 to \$175.

The Code Enforcement budget was presented with an 11.67% decrease in salaries to more accurately reflect actual costs from the past 2 years (this is a fee based salary). FICA/Medicare decreased accordingly. The Test Pit Fees line was increased by \$1,500 based on actuals from the past couple of years as well. The overall budget represents a .04% decrease from 2010. Bryan made a motion, seconded by Artimovich, to approve the Code Enforcement budget as presented. All voted in favor.

The budget for Information Systems was presented. Stevens explained that she has separated out the hardware support and software support as two different lines. In addition she made the Board aware that the Town Office is in need of a new server in 2011. The current one is on its 6th year and they recommend replacement every 5 years. She presented the Board with different options for either an outright purchase or lease/purchase.

Wayne Robinson, road agent, informed the Board that the new highway dump truck has been moved to Sleeper to get equipped. The Selectmen would like to put the "war wagon" on Craig's list. Robinson reported that the metals containers are full and can be hauled away. This is the last of the metals so no more containers are needed.

At 8:00 pm Johnston made a motion, seconded by Menter, to adjourn. All voted in favor.

Respectfully submitted,

Julie Stevens