

BRENTWOOD BOARD OF SELECTMEN
MINUTES OF 11/16/10 MEETING

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.

Bryan moved the minutes of the 11/9/10 as written; Byrne seconded the motion. Johnston inquired if there was any discussion. Byrne asked that on pg. 3 in the section about the recreation revolving account it be noted that she questioned if any money could be transferred from the revolving account to offset a salary increase and that Julie responded that the police detail revolving account reimburses the town for payroll expenses. In addition, on pg. 4 she asked that it be added to the sentence "Byrne mentioned that Ricci's electrical engineer was aware of the code" that he had already built a fire station according to code. Artimovich seconded the motion to amend the minutes. All voted in favor of the amended minutes.

A motion was made by Bryan and seconded by Artimovich to sign the tax warrant. All voted in favor.

The Board reviewed the Town Vehicle Policy that was distributed last week. Johnston questioned if #6 would cover passengers on Town Vehicles during parades, particularly out of town parades. Artimovich recommended adding "or as authorized by the department head". All agreed that should be added. Menter questioned if #3 covers Robinson taking the cruiser home for lunch when he's been working as road agent. Artimovich responded that Robinson is taking the car home as Police Chief, not Road Agent and that is allowed. Stevens said she will also add wording about the policy that Bryan mentioned last week about drug and alcohol testing for any employee involved in an accident with a Town vehicle. Artimovich said he would also like to discuss #8 regarding mandatory seat belt usage. He said sometimes as a police officer he doesn't like to use a seatbelt for safety reasons. Nobody supported changing this requirement.

Kevin Lemoine, Fire Chief, was in to discuss a few items:

- The ambulance, which was being stored at Bryan's facility, is going to have to be moved. The Fremont Chief has indicated that they have room.
- E1 will be going back to Bull Dog for some work. He's going to check to see if there is enough money left in the warrant article to add an electric ladder bracket.
- Byrne inquired if we've received an insurance estimate to repair the damage sustained to the truck in the recent accident. Lemoine responded that they've been in to look at it but haven't given them a quote yet.
- There is still an on-going investigation about the odor at Gigante Park. Alan suggests we get an outside agency to monitor the air at a cost of \$125/hour. Artimovich questioned if the DES would do it. Lemoine was not sure. Bryan said that most commercial leases have an odor clause. Johnston said he leases from Gigante and will check the agreement.

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- Mr. Clark from the Fire Marshall's office wants a letter stating how the building is going to be utilized, how it will be classified. Lemoine said that in talking with Nick from SFC Engineering that they are considering having a secondary EOC in the Police Dept as they already have the radios, phone and will have the generator once it is moved over from the existing Fire Station. That way the new Fire Station doesn't get classified as a stand-alone COPS building and should eliminate the need to be 708 compliant. The Board agreed that this plan makes sense. Lemoine clarified that the EOC in the PD would actually be called a duplicate EOC rather than secondary. Lemoine will get the letter out as soon as possible.

Gil Tuck, Building Inspector, was in with a permit for Peter Colombo of 32 Scrabble Rd to erect a garage. The Board signed the permit.

Bryan made a motion, seconded by Artimovich, to sign Change Order #14 with Ricci Construction for the proposed costs associated with the tie-in of the sprinkler pump to back up power in the amount of \$56,000. Bryan assured the Board the balance of the complete tie-in will be picked up by Ricci Construction. Johnston, Artimovich, Menter and Bryan voted in favor; Byrne abstained.

Police Chief Wayne Robinson, Lt. David Roy, and Christine Belanger were in to review a couple of items with the Board.

1. Robinson said that they've been after an imaging program for the past couple of years but have run out of money. He would like permission to purchase it if there is enough money in the police budget at the end of the year. The cost is \$5,000 + \$900 maintenance fee. The Board agreed to allow this if there is money in their budget.
2. Robinson had a question about the Memorandum of Action that the Selectmen recently issued to him. He asked if he could reword their request to coincide with their SOPs. Christine distributed two versions that they developed that would cover the Selectmen's request and refer to the SOP. Menter made a motion to withdraw their MOA and approve the second version of a procedural notification that was distributed. Byrne seconded the motion. Johnston, Artimovich, Byrne and Menter voted in favor; Bryan abstained. The Board would still like to have something signed by all of the officers.

Stevens distributed a list of budget related decisions that need to be made:

1. Artimovich made a motion to send a memo to the department heads to submit a letter for anyone they're nominating for an increase. Johnston seconded the motion; all voted in favor. Byrne recommended keeping the wage schedule for 2011 and discuss an alternative for the following year. Artimovich said he prefers percentage based increases but agreed this is not the time to do it. All others agreed to stay with the wage schedule.
2. The Board would like to add the items that were removed from the Joint Loss budget to the Executive Office budget. Stevens will put together a revised budget for next week.
3. Bryan made a motion, seconded by Artimovich, to approve the Town Meeting budget in the amount of \$2,876 (a 4.17% decrease). All voted in favor.
4. A motion was made by Artimovich and seconded by Byrne to approve the Election Budget in the amount of \$3,526, a 50.86% decrease due to fewer elections in 2011. All voted in favor.
5. Bryan made a motion to approve the budget for Finance at \$47,901. Artimovich seconded the motion; all voted in favor. This represents an increase of \$706 due to an increase in hours for the bookkeeper from 27-30 during the months of Jan-May & Sept-

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December but a reduction in the audit expense of \$1,500 as the Town Administrator will start preparing the financial statements.

6. Stevens explained that the budget for the Planning Board that was approved last week would actually result in a cut in pay for the Secretary as it included level funding and in 2010 the first 3 months were at a lower rate. The actual figure, based on current rate of pay, would be \$161 more than the one budgeted plus additional FICA & retirement of \$28. The Board decided to leave it as is as they feel they could cover the approximate \$200 somewhere in the budget.
7. A motion was made by Artimovich and seconded by Bryan to approve the Government Buildings budget in the amount of \$46,861. All voted in favor. All line items are budgeted for level funding with the exception of heating/oil and gas which is being reduced by 4.29%.
8. A motion to approve the Emergency Management budget in the amount of \$7,576 was made by Bryan and seconded by Byrne. All voted in favor. This represents an increase in 4.84% primarily due to a \$1,000 increase in supplies to make purchases for the new dispatch center.
9. Artimovich made a motion to approve the Health Officer's budget in the amount of \$100. Byrne seconded the motion; all voted in favor.
10. A motion was made by Artimovich and seconded by Byrne to approve the welfare budget in the amount of \$5,834 (an 8.04% reduction). All voted in favor.
11. Bryan made a motion to approve the budget for Debt Service in the amount of \$434,178. Artimovich seconded the motion; all voted in favor. This is an increase over 2010 of \$109,641 as a result of the Fire Station Bond payment.

Artimovich commented that the Board needs to watch what is going on with LGC. He said it sounds like they've misappropriated a lot of the funds that have been given to them. Stevens said she recently received information from LGC addressing this issue and will print it out and put it in the Selectmen's mail.

Bryan inquired of Kathy St. Hilaire, who was in attendance, if the Recreation Director would consider an increase in hours rather than an increase in pay. St. Hilaire said she doesn't believe Margaret is interested in more hours. St. Hilaire mentioned that she has submitted a written evaluation, rather than the standard form, for Margaret and indicates in it that the Recreation Commission would agree to contributing funds from the recreation revolving account towards an increase in Margaret's salary. Johnston said they will review the evaluation and make a decision at another meeting.

Byrne made a motion, seconded by Artimovich, to send a letter to Burke for the bucket truck donated to the highway department and a thank you letter to Donna Buxton for the water she donated for the fire department cistern. All voted in favor.

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

Respectfully submitted,

Julie Stevens