

BRENTWOOD BOARD OF SELECTMEN  
MINUTES OF DECEMBER 21, 2010

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. Ellis reported that Town Clerk/Tax Collector Phyllis Thompson has chosen to use Interware Development for credit card payment processing. They are partnering with Global Payments Direct, Inc. and HSBC Bank to transmit the VISA and MasterCard deposits into our checking account. Ellis was asked to sign a multi-page agreement with them. He had some questions on the Reserve Account and Default/Security Interest sections of the form which he spoke with someone from Interware and Global about. They told him that it doesn't really apply to Towns but more to retail merchants. Ellis, therefore, crossed out those sections of the agreement. They rejected the form as a result. Ellis suggested that perhaps we have Town Counsel review it. Johnston made a motion to have it reviewed by Town Counsel. Byrne seconded the motion; all voted in favor.

The Selectmen reviewed the minutes of the 12/7/10 meeting. Bryan made a motion, seconded by Artimovich, to approve the minutes as written. Johnston, Artimovich, Menter and Bryan voted in favor; Byrne abstained. Artimovich moved the minutes of 12/9/10 meeting. Bryan seconded the motion. Artimovich, Byrne, Menter and Bryan voted in favor; Johnston abstained. The Board reviewed the nonpublic minutes from 12/7/10. A motion was made by Bryan and seconded by Artimovich to approve the minutes as written. Johnston, Artimovich, Menter and Bryan voted in favor; Byrne abstained. Artimovich made a motion, seconded by Menter to approve the nonpublic minutes from the emergency meeting held 12/8/10. Johnston, Artimovich, Byrne and Menter voted in favor; Bryan abstained.

The Board signed the following documents:

- Byrne made a motion to authorize Johnston to sign the State application for Dragon Mosquito for pesticide control. Menter seconded the motion; all voted in favor.
- A motion was made by Johnston and seconded by Byrne to approve an abatement for First Baptist Church as a portion of the parsonage is tax exempt. All voted in favor.
- Following the review of a document submitted by Jim Michaud regarding a tax abatement application for the parcel located at 12 Shannon Way, Bryan made a motion, seconded by Artimovich, to approve an abatement of \$339. All voted in favor.
- Bryan made a motion to authorize Johnston to sign the ARRA Addendum to the HIPAA Business Associate Agreement on behalf of the Town's Flexible Benefits Plan. Menter seconded the motion; all voted in favor.

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- A motion was made by Bryan and seconded by Byrne to authorize Johnston to sign the Schedule of Flexible Spending Acct Services & Pricing. All voted in favor.
- Byrne made a motion to authorize Johnston to sign the Patient Protection and Affordable Care Act Amendment to the Town of Brentwood's Flexible Benefits Plan. Menter seconded the motion; all voted in favor.

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

- Steve Dawson of 1 Ladd Road to add a dining room.
- Jeff & Linda Meade of 4 Mink Run to construct a detached garage.
- Scott Kelly of 9 Veazey Circle to install a generator.

Tuck wished the Board members a Merry Christmas.

The Board reviewed the notes:

- Bryan made a motion, seconded by Artimovich, to approve payment of \$5,747.31 from impact fees to Hillside Landscaping for installation of the irrigation system. All voted in favor.
- The Board discussed a letter from Jonathan Kuiper requesting permission to hold a road race in Brentwood in his brother's memory. Artimovich made a motion to allow the race provided it meets the Police Chief's approval and is OK with the recreation department. Bryan seconded the motion; all voted in favor.
- The Selectmen would like to wait until after the holidays to respond to Nancy Mayville's (from NH DOT) email regarding her correspondence with Krista Larson.
- Byrne made a motion, seconded by Menter, to make a \$40 donation to Rockingham VNA & Hospice in memory of JoAnn Allison. All voted in favor.
- Artimovich made a motion to pay SFC Engineering from the legal line of the operating budget and pay for the 12/8 propane delivery from the fire station contingency fund. Byrne seconded the motion; all voted in favor.
- A motion was made by Byrne and seconded by Artimovich to no longer pursue payment of attorney fees from the Willim estate. All voted in favor.
- The Board is awaiting a response from LGC regarding an employee's short-term disability application following their review of our Annual Emergency Personnel Medical Screening Policy.

Frank Northrup was in representing the Historical Society. Northrup explained that they were informed by the Fire Dept that if they want to use the second floor of the Grange as a display area they need a second entrance/exit; either a fire escape or another stairway. They are leaning more towards a second stairway as opposed to an outside fire escape. Northrup said they have received 2 bids: one from Russ Swasey and one from Peter Goodrich. Bryan questioned if they meet upstairs. Northrup explained that they meet downstairs. Stevens explained that as an additional expense, she's been speaking with the alarm company about changing the system since it will no longer be able to ring into the fire station. The alarm company has been very helpful and in an attempt to keep the costs down recommended the burglar and fire alarm share a phone line. They ran the concept by Gary Raymond, who said it was OK. They then spoke with the Fire Chief and he said they

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need to have a second phone line per code. Northrup questioned why they need 2 lines. Stevens said it was explained to her that it is in case the phone lines go down. Northrup responded that if the phone lines go down, it's more than likely that both lines will go down. Chief Lemoine added that you're supposed to have 2 lines so you have one as a back-up line; that's what the code says. He said the stairs are a code issue too. Northrup said they've had a lot more interest and activity with the Historical Society. Artimovich recommended they put it on a warrant article. Bryan suggested if we're going to include it on a warrant we should include putting in replacement windows at the same time. Johnston asked Lemoine if this is going to be it or are they going to have other requirements. Lemoine said he'll have to follow up on that more; he did hear mention of a "safe area" on the second floor. Bryan responded that there is not going to be a safe area in that old wooden building. John Kennedy, a resident who was in attendance, suggested they hire SFC Engineering to tell us what all the requirements are for that building before putting together a warrant article. Bryan said the budget is really tight this year. Johnston said he'd like to see the Fire Dept come back with a final list of what is required, and then that's it; they shouldn't come back after the fact and add more and more. Johnston continued that it seems to him like a bit of overkill; the building has been there for 300 years and has been used for the same purpose for a number of years. Bryan agreed, it is an existing structure and if we're going to start changing all existing structures to bring them up to code, we're going to run into a lot of money. It was agreed that the FD will supply Northrup with a list of what is required so he can get together the information for a warrant article.

Wayne Robinson, Police Chief and Road Agent, was in to inquire if the Board would consider selling the old police cruiser to Nicci Auto or arranging a trade for services. Artimovich made a motion to offer it to him for \$1,500. Menter seconded the motion; all voted in favor.

The Board reviewed the police budget. Stevens explained that she revised the police budget that was presented as follows:

- Decreased salaries from \$259,925 to \$258,018 due to the vote to have no salary increases.
- Decreased administration wages from \$9,626 to \$9,414 due to no salary increases.
- FICA/Medicare & NH Retirement decreased due to salary decreases.
- Court Fees: recommending \$500 reduction based on prior years' actuals.
- Uniforms: recommending a \$1,000 reduction based on prior years' actuals.
- Total budget presented: Reduced from \$506,881 to \$502,636.

Bryan made a motion, seconded by Artimovich, to approve the Police budget in the amount of \$502,636, a 1.23% increase. All voted in favor.

The Board discussed the revised highway budget that was distributed a couple of weeks prior. A motion was made by Bryan and seconded by Byrne to approve the Highway budget in the amount of \$374,388 which represents a 3.78% decrease from 2010. Robinson commented that he's concerned about reducing the guard rails line as he needs to replace all the guard rails at Dudley Brook. He has a quote of about \$3,500 to replace them. Artimovich said if he can get a contract to replace those guard rails, we can

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encumber the funds since he has money left in this year's budget. All voted in favor of the 2011 budget of \$374,388.

Fire Chief Kevin Lemoine handed out a breakdown of the salaries line (excluding full-time firefighter wages) as requested by the Selectmen. He explained that everything is based on averages so if you go over the average you'll be over budget. The Board and Chief reviewed 4 different budget options. Stevens explained that at the last meeting the Board bounced around the idea of paying for some of the ambulance related salary expenses from the ambulance revolving account, which currently has a balance of over \$203,000. The revolving account, on average, has monthly deposits of \$6,870, totaling \$82,440 for the year. The 4 options presented were as follows:

1. The budget as presented by the Chief in the amount of \$271,758 – a 1.13% increase over 2010.
2. The same budget as above plus an additional \$6,000 for salaries as requested by the Chief at the last meeting. Total budget: \$278,217 or 3.54% increase.
3. Increase salaries by \$6,000. Pay for Donna Vadeboncoeur's salary of approximately \$12,700/year from the ambulance revolving account. Pay for ambulance training of approximately \$5,000 from the ambulance revolving account. These decreases in the salary line result in a total budget of \$259,201 – a 3.54% decrease from the 2010 budget.
4. Same as option #3 but also includes paying all call personnel salaries for ambulance calls from the revolving account, estimated at \$7,700. The final FD budget with this option totals \$250,913 – a 6.62% decrease from 2010.

Byrne said it make sense to move some of the ambulance related salary expenses to the revolving account as we're still accumulating money for the replacement of the vehicle and yet there is no reason it can't be self-sustained and this is moving closer to that goal. Johnston made a motion to approve Option #4 with a budget totaling \$250,913. Bryan seconded the motion. Artimovich asked Lemoine how much an ambulance costs fully equipped. He said close to \$200,000. Menter asked when they are due to get one. Lemoine responded about 2 years. Bryan pointed out that they have over \$200,000 in the account now. Lemoine reminded them that from the ambulance revenues they pay about \$35,000 in expenses and they try to put aside \$25,000 for a new ambulance. Johnston said that still leaves them with over \$20,000 being added to the account each year (approximately \$82,000 in revenues minus the \$35,000 in expenses and \$25,000 for a new ambulance = \$22,000). Lemoine explained that they've been looking into tapping into the ambulance revolving account money for stand-by pay. This will allow them to respond to more ambulance calls, which in turn adds money to the revolving account. Johnston and Bryan explained that this is a one year budget, if they find it doesn't work it can be changed the following year. Artimovich said he'd like to start slow and just pay for Donna's salary from the revolving account. Byrne said she agrees that we start with option #3 and reevaluate it at the end of 2011. Johnston returned to the motion on the floor which was to approve option #4. Nobody voted in favor of the motion. Artimovich made a motion to approve option #3 in the amount of \$259,201. Byrne seconded the motion. Artimovich, Byrne, Menter and Bryan voted in favor; Johnston abstained. Lemoine said for the record, he disagrees with the decision because he feels the money should be going

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towards stand-by pay. Artimovich said there still should be money there for stand-by pay. Menter asked Lemoine how much he anticipates he would need for stand-by pay. Lemoine responded \$30,000 for 2 people 24/7. The Board would like Lemoine to come back to them with a proposal, in writing, for stand-by pay.

Johnston inquired of Lemoine if he took care of the issue that was included in the Memorandum of Action that was given to him back in November. Lemoine said he did put a memo out addressing the issue. Johnston asked for a copy of the memo.

Lemoine said if the Board wants to give Prina light duty work, they have some for him. The Board said they'd like to wait and see what LGC has to say.

The Board reviewed the following budgets:

- Regional Associations: Bryan made a motion, seconded by Artimovich, to approve the Regional Associations budget in the amount of \$18,228 which represents a decrease of 17.61%. All voted in favor.
- Assessing: Artimovich made a motion to approve the Assessing budget in the amount of \$26,501 which is a 75.8% decrease from 2010 as the 2010 budget included the cyclical data collection. Bryan seconded the motion; all voted in favor.
- General Government: A motion was made by Bryan and seconded by Artimovich to approve the General Government budget in the amount of \$18,958. This is an 8.03% increase as it includes leasing a new copy machine since we can no longer get a service contract for the existing one because of its age. All voted in favor.

At 8:10 p.m. a motion to adjourn was made by Artimovich and seconded by Bryan. All voted in favor.

Respectfully submitted,

Julie Stevens