

BRENTWOOD BOARD OF SELECTMEN
MINUTES OF APRIL 19, 2011

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

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.

The Selectmen reviewed the minutes of the 4/12/11 meeting. Bryan moved the minutes as written. Byrne seconded the motion. Artimovich, Byrne, Bryan and Hubbard voted in favor; Menter abstained. A motion was made by Byrne and seconded by Bryan to approve the public and nonpublic minutes for 4/13/11. Artimovich, Byrne, Bryan and Hubbard voted in favor; Menter abstained. A motion was made by Byrne and seconded by Menter to approve the public minutes and nonpublic minutes from 4/15/11. All voted in favor.

The Board reviewed the notes:

- The Board would like an addendum to the employee handbook sent out that includes the revision to the Employee/Personnel File Procedures and the Town Vehicle Policy.
- Kathy St. Hilaire will take the minutes of next week's meeting.
- The Selectmen would like Jim Colcord to paint the generator that has been moved in front of the Town Office. Bryan mentioned that he has some paint left from the doors.
- Bryan said we need to discuss what we're going to do about the generator as it will be approximately an additional \$5,000 to get the propane hooked up. Stevens checked the impact fee balance and found there is enough there. Byrne made a motion, seconded by Bryan, to have Energy North go ahead with installing the underground propane tank which will supply the generator and pay for it from impact fees – to be split between town office and police department. The highway department will take care of the site work. All voted in favor.
- Stevens noted that there is an LGC sponsored class coming up in September that the Selectmen may want to consider sending the Town Administrator and a representative from the fire department to. The class is about legal issues in the fire service. The Board agreed.

Wayne Robinson was in and discussed the following with the Selectmen:

- A work order has been issued by PSNH to check on the trees on Rowell Road.
- Robinson explained that there is no back-up paperwork for the Nextgen detail that has not been paid. Apparently the detail got cancelled on scene and the work never got complete. Nextgen does not have any record of it. According to our policy Nextgen would still be responsible for the 4 hour minimum. Christine has

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sent them a letter. Hubbard questioned how it could happen that there is no paperwork on our end. Bryan explained that since this detail, they have put billing procedures in place that should eliminate this problem. Stevens said she will get Hubbard a copy of that.

- Robinson hand delivered the outstanding New England Dragway bill to them and was told they'll take care of it.
- Haley Circle and Diane McCain Lane are done other than the top coat. They will wait until warmer weather to put that on. They have started grading the area at the highway shed that will get paved.
- New cruiser will get picked up either Wednesday or Thursday of this week.

The Board opened the bids for the bucket truck. They were as follows:

1. John Kennedy in the amount of \$868.22.
2. Asian Auto Services in the amount of \$2,632.12

Byrne made a motion to award the truck to Asian Auto. Motion was seconded by Bryan; all voted in favor.

A motion was made by Byrne and seconded by Menter to go into nonpublic session per RSA 91-A:3, II(a). Artimovich, Byrne, Menter, Bryan and Hubbard voted in favor.

Following nonpublic discussion, a motion was made by Byrne and seconded by Bryan to come out of nonpublic session and seal the minutes. Artimovich, Byrne, Menter, Bryan and Hubbard voted in favor.

Artimovich introduced Karen Clement as Brentwood's new Town Administrator.

The Board signed the following documents:

- Bryan made a motion, seconded by Byrne, to sign a "parade" permit, as required by the State, for the New England Relay to come through town. All voted in favor.
- A "delegation of authority form" to permit Margaret Dullea to make deposits, as voted at last week's meeting.
- The Selectmen completed and signed a questionnaire for Plodzik & Anderson, the town's auditors.
- A motion was made by Byrne and seconded by Bryan to sign the contract with Plodzik & Sanderson to perform the annual audit for 2010. All voted in favor. Artimovich recommended we go out to bid for this next year.
- Bryan made a motion, seconded by Byrne, to approve an abatement for the Walsh's of 10 Gallant Drive. All voted in favor.
- The Board reviewed an abatement application for the Hawksley's of 97 Rowell Road. The Board asked that Stevens question Michaud about the large decrease in valuation due to the Class VI road. They felt it was too drastic of a reduction.
- Bryan made a motion, seconded by Byrne, to approve an abatement for the McCollin's of 380 South Rd. All voted in favor.
- The Selectmen reviewed an abatement application for the Gregor's who own land on Rte 125. The Board asked that Stevens check with Michaud about how the

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taxpayer can be entitled to an abatement if they have not yet paid their property taxes. Hubbard said he would like to see the RSA about that. Stevens will ask Michaud for clarification.

- Bryan made a motion to deny the abatement for KF Realty Trust of 339Rte 125. Byrne seconded the motion; all voted in favor.
- Artimovich signed several letters to applicants for the Town Administrator position thanking them for their interest.
- A motion was made by Bryan and seconded by Byrne to sign an Intent to Cut for the Ladd Parcel at 2 Mill Road. All voted in favor.
- Stevens discussed the Mosaic Mapping Project that is being done by UNH in conjunction with the Department of Revenue. It was the cover story in March's Town & City Publication. UNH is asking us to participate in the project which would mean releasing copies of our town tax maps and assessment data base. Jim Michaud has cautioned the Board to carefully consider participation. Stevens has asked Michaud to elaborate but has not heard back yet. The Board said they would like to get more information from Michaud before making this decision.

Hubbard discussed the work force housing ordinance and Lamprey River with the Board members.

Artimovich thanked Julie for her years working as Town Administrator and wished her well in the future.

At 8:20 p.m. a motion to adjourn was made by Bryan and seconded by Byrne. All voted in favor.

Respectfully submitted,

Julie Stevens