

BRENTWOOD BOARD OF SELECTMEN
MINUTES OF 11/10/09

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

The Board met and reviewed payroll, accounts payable, and signed the register. The Board reviewed and signed the Recreation manifest.

Jonathan Ellis was in to present the weekly Treasurer's report. Ellis reported that the \$8,500 budgeted transfer was made from the General Fund to the Conservation Commission's account. Byrne requested that some type of paper trail be submitted to support the transfer. Ellis responded that he will get something in writing from Conservation Commission Chairman Rob Wofchuck.

The Selectmen reviewed the minutes of the 11/03/09 meeting. Byrne made a motion, seconded by Waldron, to approve the minutes as written. Byrne mentioned that the minutes did not reflect that the nonpublic minutes were sealed. The other Board members pointed out that Byrne was looking at the wrong area of the minutes and they were indeed sealed. Byrne asked to have PD added to the area of the minutes discussing the payroll audit. Other members of the Board were opposed to the change. All voted in favor of the minutes as written. The Board reviewed the minutes of the nonpublic meeting of 11/03/09. A motion was made by Artimovich to approve the minutes. Motion was seconded by Byrne; all voted in favor.

Byrne brought up that she'd like to avoid any more "defacto" openings of roads that the residents have voted to have closed subject to gates and bars. She would like any work that is being done on Rowell Rd that might be interpreted as being the town's maintenance of that road, and thus opening it, stopped immediately. At the last meeting Duane Demeritt of the highway department made mention of work they do on Rowell Rd East. Bryan said he can understand the safety concerns of Rowell Rd West and why they have done work to that end. Byrne responded that she recognizes the safety concerns in the winter but during the summer time, there is no need to do any work there – it was meant to just be a fire lane. She continued that this is not an issue the highway department gets to decide on their own. As far as Rowell Rd East is concerned, it was agreed that the highway department is not maintaining any portion of the Class VI portion. The Selectmen agreed to wait for Town Counsel's opinion on the westerly side of Rowell Rd before any more discussion.

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

- Bonnie Gunther of 4 Ole Gordon Rd to erect a sign.
- Mark & Maria Votto of 29 Brook Crossing to add a family room with garage underneath.

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Kathy Crompton, Executive Director of SeaCare Health Services, was in with her assistant, Mary Ann O’Leary, to explain to the Board the services offered by their organization as they are making a first-time request for funding. Information was distributed to the Board members and will be available at the Selectmen’s office for residents to review. SeaCare primarily provides assistance to those who can’t afford health insurance and offers a medication bridge program. Bryan explained to Ms. Crompton that the first three years of funding requests must be submitted as a separate warrant article. Artimovich made a motion, with a second by Waldron to approve the inclusion of a warrant article in the 2010 warrant for \$1,000 of funding for SeaCare Health Services. All voted in favor.

Wayne Robinson was in to discuss the following Police Department issues:

- Urban Tree Company is cutting trees all around town for about the next month. They need 2 officers a day to do traffic details. The details run from 8:00 or 8:30 a.m. to 4:00 p.m. The afternoon patrol shift usually starts at 3:00. Robinson was looking for permission to arrange patrol schedules in order to accommodate the detail work. The Selectmen said it would be OK provided it does not result in additional overtime.
- PD Secretary Christine Belanger presented some figures for leasing a copy machine. The total cost for leasing a color copier including installation, software, toner and maintenance is \$157.71/month for a 3-year lease. In addition there is a 1 cent per page fee for black and white and 7 cents for color. They are anticipating this cost to be approximately \$45.44/month. Bryan asked if this is perpetual or if we would own it at the end of 3 years. Belanger explained that you have the option to lease it for 36, 48 or 60 months and then can turn it in for a different machine or purchase it at 15% of fair market value. Bryan asked how much the machine would cost to buy it outright now. Belanger responded \$5,495 not including support or toner. Bryan made a motion to approve the leasing of a new copier for the PD. Byrne asked if there is money in this year’s budget to purchase it outright now. Belanger explained that there would also be a \$395 fee for installation. Bryan’s motion did not get a second. The Board would like to see more information on purchasing it outright including installation and maintenance agreement and would like to know if there is money in the 2009 budget to purchase it now.

Wayne Robinson then reported for the highway department that the South Rd Bridge is all done other than the rails.

A motion was made by Menter and seconded by Byrne to go into nonpublic session per RSA 91-A:3, II(a) to review a couple of department head’s annual evaluations. Bryan, Artimovich, Waldron, Byrne and Menter voted in favor.

Following nonpublic session, a motion was made by Bryan and seconded by Menter to return to public session and seal the minutes of the nonpublic meeting. Bryan, Artimovich, Waldron, Byrne and Menter voted in favor.

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Fire Chief Lemoine had a couple items to review with the Board:

- He has received 3 prices for the exhaust system. They range from \$40,000-\$50,000. He has not had an opportunity to study the bids and do research on their proposals. Lemoine asked if he can make the final decision or if the Board would like to get involved. Bryan responded that it is his department so if he can accept a bid that stays under budget he does not need their approval. Byrne added that he needs to be aware of the times and if he's able to come in under budget and turn some money back to the town that would be appreciated.
- Lemoine reported that the utility truck had its first accident today and inquired what our deductible is. Stevens will check and report back to Lemoine. He's not sure what the cost will be to fix it yet.

The Selectmen discussed the following budgets which have been updated:

1. Regional Associations: We are in receipt of New Outlook's request which brings the total for this budget to \$22,124. Artimovich made a motion, seconded by Menter, to approve this budget in the amount of \$22,124. All voted in favor.
2. Library: With the updated insurance figures, the library budget came to a .52% increase. They, and other departments, were asked to take another look at their budget to see if they can make any adjustments to come back in at level funding. The Library was able to do this by reducing their media line and electricity line bringing them to a 0% increase. Waldron made a motion to approve the Library budget in the amount of \$179,637. Menter seconded the motion; all voted in favor.
3. Planning Board: With their updated insurance numbers and the increase for Rockingham Planning Dues, their budget came out at exactly the same total as current year: \$81,998. Artimovich made a motion, seconded by Menter to approve this budget for the above amount. All voted in favor.
4. Recreation: There were no changes made to the budget that was presented last week. This includes a 2-step increase for the recreation director and an overall reduction to the budget of over 14%. Bryan said that he personally is saying no across the board to step increases. Byrne asked how many step increases the director has had since she has been here. Kathy St. Hilaire explained that when Margaret started she was paid about .80 cents an hour less than the previous director. After 90 days they brought Margaret's salary up to the same level as the previous director. St. Hilaire said she fully appreciates what the Board is trying to do with raises due to the economy but their budget is reduced by over 14% and the proposed increase amounts to about \$16/week for a part-time position with full-time responsibilities. She said this would be a merit increase based on performance. Waldron said he would be ok with a 1-step increase but they are telling everyone else "no" so it's hard to justify a 2-step increase. Byrne said we've gotten two things from recreation that she's encouraged about: they are finally acknowledging that some of their revolving fund should go back to the town, and she knows that they don't usually give out 2-step increases but that perhaps the position was undergraded in the first

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place and she's comfortable with the increase. St. Hilaire responded that the money in the revolving fund has always been town money; they are not just now acknowledging that. Byrne said it's the first time we've seen it in the budget and she's trying to say thank you. Waldron said he would be comfortable with the 2-step increase as well if we weren't telling everyone else they could have nothing. Bryan said the problem is that we don't know what the state is going to do next year or the year after; they are projecting a \$350 million deficit next year. In addition, the town's portion of retirement expenses will be increasing next year. Waldron said there are other employees that have been here a few years and haven't got a step. A motion was made by Artimovich to approve the Recreation budget at \$36,728 which includes a 1-step increase. Motion was seconded by Waldron. Artimovich and Waldron voted in favor; Bryan, Menter and Byrne were opposed. Byrne said she agrees with a 2-step increase but does not want them to go without any. Byrne made a motion to approve the \$36,728. Artimovich seconded the motion. Artimovich, Waldron and Byrne voted in favor; Bryan and Menter were opposed. Motion carried.

5. Highway Department: the revised proposed budget was distributed including the new insurance figures. The Board discussed the salaries line. Bryan mentioned that at a previous meeting they considered giving the full-time highway employee a step-increase after 6 months if there are no performance issues during that period. Byrne said she would be fine with this and would even consider making it retroactive to April 1st. Artimovich and Waldron disagreed with making it retroactive. Bryan reminded the other Board members that we had some very serious issues with this employee during the past year. Artimovich made a motion that we table this discussion until next week so Stevens can refigure the budget with 6 months at the current step and 6 months with a 1-step increase. Bryan seconded the motion; all voted in favor.
6. Fire Department: Budgets were distributed that include the updated insurance figures and revised salary figures based on current wages through March and the COLA effective as of April 1st. The budget that the chief submitted included a COLA effective as of 1/1/2010. The updated budget with these corrections was approximately \$300 more than the 2009 budget. They did not submit a revision to bring it back down to zero. Bryan moved the Fire Department budget totaling \$270,209. Waldron seconded the motion; all voted in favor.
7. Town Clerk & Tax Collector: A budget was handed out that includes the insurance increases. Stevens reported that Phyllis explained that the 7.53% increase for the office clerk was due to budgeting 15 more hours/week during the 4 weeks that the Town Clerk/Tax Collector is on vacation. Stevens did not get an explanation as to why the Deputy's salary increased by 3.35%. Bryan said he wrote down the hours that the town clerk/tax collectors' offices are open in the towns in the SAU and towns in the area of equal size. The results are as follows: Deerfield-37 hrs/wk, Fremont-30 hrs/wk, Lee-26 hrs/wk and occasionally 29 when they are

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open on Saturdays, North Hampton-36.5 hrs/wk, Northwood-37 hrs for 3 weeks/month and 40 hrs for 1 week/month, Nottingham-16.5 hours for 3 weeks of the month and 20.5 for 1 week of the month, Exeter-35 hrs/wk, E. Kingston-28 hrs/wk, Kensington-12.5 hrs/wk for Town Clerk and 10.5 hrs/wk for Tax Collector, Newfields-32 hrs/wk, Brentwood-44 hrs/wk. Bryan said there is room to cut this budget by cutting the hours they are open. Byrne said these are public hours but they have additional hours that they are entering data. Bryan said he is just reporting on the hours that they are open to the public. Byrne recommends that the town reports of these communities be looked at to see just how much they are spending on these offices. Bryan would like to table this budget until next week so the additional data can be collected.

8. Town Administrator: Stevens asked that this budget be tabled as well as she would like refigure that budget adding back in the 3 “furlough” days she was going to volunteer as a clerk at elections at no cost since the Board voted to keep the pay for election clerks in the budget. Bryan made a motion that we table this budget, Byrne seconded the motion. All voted in favor.

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

Respectfully submitted,

Julie Stevens