

BRENTWOOD BOARD OF SELECTMEN
MINUTES OF 11/24/09 MEETING

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.

Bryan read a letter from the Planning Board indicating that at their November 19, 2009 meeting they voted to release the cash bond being held for Construction Training, LLC in the amount of \$7,631.15 plus interest. Artimovich made a motion, seconded by Byrne, to authorize Bryan to sign the release. All voted in favor.

Jonathan Ellis was in to present the weekly Treasurer's report. Ellis commented that for the first time in his recent memory the Town Clerk's office had no revenues last week.

The Selectmen reviewed the minutes of the 11/17/09 meeting. Waldron made a motion, seconded by Artimovich, to approve the minutes as written. All voted in favor. The Board reviewed the minutes of the nonpublic meeting of 11/17/09. A motion was made by Artimovich to approve the minutes. Motion was seconded by Waldron; all voted in favor. Byrne made a motion to unseal the minutes of the nonpublic meeting held on 11/17/09. Waldron seconded the motion; all voted in favor.

The Board reviewed the notes:

- The Selectmen said it is ok for the Swasey Parent Faculty Group to put a small box at the Town Office in which to collect "Box Tops for Education."
- This Friday, 11/27, will be the 2-week deadline by which Pauline Noyes is supposed to have the "junk" cleaned up on her property. Mike Rubin signed the certified mail delivery slip. Byrne said she will stop by to see Ms. Noyes and find out if she received the letter and if anything has been cleaned up.
- We received a quote from BMSI of \$1,784 + any training or installation costs for their direct deposit software module. This was not included in the Information Systems budget for 2010. The Board decided to hold off until near the end of the year to see if we have funds left in the current budget to cover the expense.
- Butch Whitehouse had copies of the minutes from the 5/11/99 public hearing at which the Selectmen authorized the town to spend money on Class VI roads to make emergency lanes. Artimovich asked if we can have this added to some plans somewhere. Stevens said she will see if Cartographics can make an indication of it on the tax maps.
- There is a new CDBG project proposal coming to the Board for \$160,000 for United Machine. They are proposing the Board hold 4 consecutive Public Hearings during a regular Tuesday night meeting to hear public comment on the following:
 1. A proposed application to the Community Development Finance Authority for up to \$160,000 in CDGB funds. Of the \$160,000, \$145,000

BRENTWOOD BOARD OF SELECTMEN
MINUTES OF 11/24/09 MEETING

will be subgranted to the Rockingham Economic Development Corp (REDC) which will loan \$140,000 to United Machine of 18 River Road in Brentwood. The funds will allow them to purchase a new machine which will result in the creation of 8 additional jobs, of which at least 60% will be for persons from low and moderate income households.

2. The Housing and Community Development Plan.
3. The Residential Antidisplacement and Relocation Assistance Plan.
4. Progress of the RAST (formerly ART) CDBG project.

Byrne said she is in favor of it; it is a plus for the Town. Byrne made a motion that we participate. Artimovich seconded the motion; all voted in favor.

Byrne asked to discuss the insurance plans that the Board recently approved. She said she was unaware that in addition to an increase in co-pay and adding a deductible, we are also reducing coverage for things like diabetes management, chemotherapy, in-hospital patient care, hospice care, etc. with these now covered at 80% after the deductible. Waldron explained that if they take Matthew Thornton Blue, this is not a problem. Stevens explained that with the BlueChoice Three-Tier plan, the subscriber has 3 options of who is providing the care. She continued that Option 2 and 3 of the previous BlueChoice plan also were covered at 80% after deductible; so the only change is to Option 1. Stevens provided copies of the plan details to the Board members.

Wayne Robinson was in to discuss the following:

- The Boy Scouts called and asked if they could use one of the trucks for the December 5th Exeter Parade. Robinson said Duane Demeritt no longer has the trailer that they used to use so he's going to try to find them another one. Bryan responded that he has one they can take a look at and can use if it will meet their needs.
- He asked about changing the Highway Department budget for 2010 to add an additional part-time employee. He explained that in 2008 he had Tim, Bill and Kris doing the mowing. In 2009, he had Tim and Bill. He recalled that there was discussion among the Board about adding another part-timer next year since they were not going to fill the full-time position vacated by Tim. The Selectmen did remember this being discussed. Artimovich made a motion, seconded by Byrne, to reopen the Highway Budget. All voted in favor. Menter made a motion to approve an amended Highway Budget totaling \$389,113 which adds an additional part-time employee. Artimovich seconded the motion; all voted in favor.
- Robinson said he has had a couple of college boys inquire about working as part-time employees in the highway dept next year. The Board said they would like to have the positions advertised, internally on the website and on the bulletin boards, before making a decision.
- Stevens explained that she misspoke last week and the Police Dept budget does include a 1-step increase for the Police Secretary from a Grade VII step 8.5 to a Grade VII step 9.5. In addition, Robinson has put in for level funding for his salary, not including a COLA. Byrne said we increased all the other

BRENTWOOD BOARD OF SELECTMEN
MINUTES OF 11/24/09 MEETING

police department members who were at ½ steps to whole steps and we should do the same for the Secretary. Menter said we should include a COLA for the Chief. The Board asked Stevens to refigure the budget changing the Secretary line to a ½ step increase and adding a COLA for the chief. Stevens said it would change the total budget from \$498,870 to \$499,039. A motion was made by Waldron and seconded by Menter to reopen the Police Budget. Bryan, Waldron, Byrne and Menter voted in favor; Artimovich recused himself. Motion carried. Waldron made a motion to amend the budget to include the ½ step increase for the Secretary and COLA for the chief resulting in a total budget of \$499,039. Menter seconded the motion. Waldron, Byrne and Menter voted in favor. Artimovich recused himself; Bryan was opposed. Motion carried to amend the budget.

- The Board gave Robinson a copy of his evaluation as Road Agent for him to review.

The Board signed the following documents:

- A building permit for Debbie Goodwin of 8 Mohawk Lane to install an 18kw generator and automatic transfer switch.
- A report of settlement meeting and order relative to the settlement meeting with Robert Webb. Mr. Webb has decided not to accept the Selectmen's offer and it will go forward to a hearing with the BTLA.

Robinson signed his performance evaluation and returned it to the Board for Bryan's signature. Robinson kept a copy and the original will be placed in his personnel file. A copy of Jonathan Ellis' evaluation was given to him for his review.

The Board discussed the Town Clerk/Tax Collector budgets with Phyllis Thompson. Bryan asked Thompson if she received copies of all the handouts that have been distributed at previous meetings. She responded that she has. Bryan said that there seems to be a big difference between what all the other Towns in the area do in regards to staffing and hours open and what Brentwood does. Thompson replied that she doesn't really care what other towns do because she was elected to serve the people and that is what she is going to do. She feels this would be going backwards not forwards. Bryan said we are open 6 days/week and there is not another town that is open 6 days/week. Thompson said our hours are convenient for the people and that's what she wants to do for her people. She continued that her budget did not go up because of wages; her budget went up because of postage and abstracts. Thompson said she is not in favor of closing; she works these hours and the people are happy. Byrne said she can't vote but she can participate in discussion and she said during the hours they are open they wait on Fremont customers, Exeter customers and Kensington customers and it is all revenue. Bryan responded that other towns do the same thing in almost 1/3 less time. Bryan said we need to keep the economy in mind and perhaps take a step backwards a little bit; there isn't another town in the area that is open even close to 44 hours/week. Thompson said she could see possibly closing at 1:00 on Fridays in the winter since the Selectmen's office is only open to 1:00 and we could save some money on heating the building. Bryan asked if they need every Saturday or if perhaps they could just be open 1

BRENTWOOD BOARD OF SELECTMEN
MINUTES OF 11/24/09 MEETING

Saturday/month. Bryan said people make their schedules knowing what the office hours are. Thompson said we could try every other Saturday and see how many complaints we get. Artimovich asked how much money we would actually save by being closed every other Saturday. Thompson said it is 3 hours. Menter asked Thompson if it is just her that works Saturdays. She answered that usually she just works on Saturdays. Stevens mentioned that the Deputy is budgeted to work Saturdays as well. Thompson said she's been letting her have the day off. Thompson corrected one of the handouts which indicates that she earns \$53,123 and said it should be \$46,428. Bryan replied that he thinks that figure was based on 40 hours per week. Bryan said we asked for level funded budgets and there are ways to come up with that result. Thompson said yes, by cutting hours but that is inconvenient for the people. Thompson continued that \$10,000 isn't going to make one bit of difference on the tax rate. Waldron responded that if every department thought that than collectively it would make a difference. Byrne said Brentwood has a very good percentage of a collection rate on their taxes and you don't get that in Exeter or Fremont. She continued that we are right on the ball that way and that takes time. Byrne said none of the other departments collect offsetting revenues. Bryan said he is not going to listen to an employee argue this issue. Thompson said she has come up with a revised budget that adds only 3 hours of coverage/week for the clerk when she is on vacation rather than 15, and corrects the deputy's hours. Thompson said if she cuts the deputy's hours for Saturday out of the budget she will only be at 29 hours and will lose her vacation, holiday and earned time benefits and that isn't right either. Bryan said it would be nice to come up with a zero increase budget option for them to consider next week. Thompson said she doesn't have a problem with possibly closing at 1:00 on Fridays. She said she'll work some different figures including options for closing Friday at 1:00 and possibly every other Saturday.

Stevens reported that she spoke with Al Belanger about the wage question on the cemetery budget regarding the fact that the superintendent is budgeted for 240 hours for next year and has worked about an average of 170 hours over the past few years. She asked him if Norm has been working the extra hours and not putting in for them. He responded that is not the case, they just haven't been budgeted properly. Artimovich asked if we have the figures for this year. Stevens responded that his year-to-date hours are 181 and there shouldn't be too many more hours submitted for the year as the cemetery will be closing. The Board would like Belanger to attend next week's meeting if possible. Byrne commented that another thing on the cemetery budget is that land maintenance is not a necessary expenditure; it is totally optional.

At 7:40p.m. Artimovich made a motion, with a second by Menter, to adjourn. All voted in favor.

Respectfully submitted

Julie Stevens