

Board of Selectmen
Minutes June 18, 2019

Convened at 6:00 pm

Present: Robert Mantegari, Chair
Ken Christiansen
William Faria
Phyllis Thompson

Mantegari called the meeting to order. The board opened the meeting with the Pledge of Allegiance.

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. Please see last page to view report.

Faria made a motion, 2nd by Christiansen to approve the public minutes of 06/04/2019 as written. The motion carries with Thompson abstaining as she was not present at that meeting.

Kip Kaiser, Building Inspector, had the following permits to be signed this week:

- 3 Ponds LLC, 2 Sunset Lane, finish basement and new dwelling: signed by Board
- Matt Leaser, 3 Balsam Lane, above ground pool: signed by Board
- Jennifer Buchanan, 10 Rhodes Circle, re-roof: signed by Board
- 3 Ponds LLC, 146 North Road, demolition permit to remove garage and modular home: signed by Board.

Kaiser reviewed the property bounds at 419 Middle Road. He said it does appear that 421 Middle Road has encroached on the property line. He said the vehicles are stockpiled and well over the set back. Christiansen made a motion, 2nd by Faria to issue a cease and desist. All were in favor. Clement said that does require the board to sign and asked if they wanted to designate someone to do that on behalf of the board. Christiansen made a motion, 2nd by Faria to authorize Mantegari to sign the cease and desist. All were in favor.

Kaiser said he has received a report from the police department of a residential use at 25 Commercial Drive. He will review and report back any violations.

Kaiser said he and Glenn Greenwood, Town's Circuit Rider Planner, went on a site walk of 66 Rte. 125 for compliance with the approved site plan. A letter will be forthcoming with the findings.

Kaiser said he and Greenwood have a site walk scheduled at 9 Mary Vey Drive tomorrow.

Chief Joe Bird was present. He announced that Alyssa Cynewski, Brentwood Fire, will be promoted to Captain and taking over as the EMS Coordinator. Cynewski's mother pinned her with her Captain's bugles.

Matthew Clark, 47 Northrup Drive, was present to discuss concerns he has over his driveway, erosion, and water runoff. Northrup was just newly paved last year and he believes that the new pavement is contributing to his problem. Steve Cummings, Town Engineer, and Wayne Robinson, Road Agent, have been to the property and have conducted an inspection. Cummings wrote a memo to the board of his findings. He would recommend improvements to the drainage design, stated that storm patterns are stronger today, and finds that the new pavement contributes little if any to the additional water runoff.

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Clark is asking for a culvert and catch basin to be installed or is looking for compensation in the form of a tax abatement. Robinson said there is enough depth to install a culvert under the driveway and drain to the wood line. The board reviewed the photos of the property, design for runoff, and location of the culvert. Clement said the conservation commission is looking for projects dealing with culverts and catch basins and suggested sending them the material to see if it would qualify. Bruce Stevens, 84 South Road, said he was not sure this would qualify and even if approved it would be a lengthy process. Clark said he would like to meet with the conservation commission to see if that would be an option and if not, will be filing for a tax abatement.

Robinson said he would like to purchase a 2005 Kubota M 9000 for \$24,900. This is a tractor, mower, and tiger boom mower for roadside mowing. The cost would be \$5000 to rent this equipment, and that would be applied to the final cost if the town decides to keep it. Robinson said he pays about \$6000 to contract out the roadside mowing. Robinson said there is \$15K in the capital reserve fund, and he can find \$10K in his budget. Faria asked where this would be stored. Robinson said they would have to build the addition on the highway shed. Bruce Stevens, 84 South Road, suggested renting the equipment for \$5000 to make sure Robinson likes it and it does what it is supposed to do. The board agreed to allow Robinson to rent the machine for \$5000. Christiansen said if Robinson likes it, they should then evaluate the cost to either purchase this one or a new one.

Christiansen made a motion, 2nd by Faria to send a letter to Bob Webb to deny his request to haul the light iron for the town as there is not a cost savings at this time. All were in favor.

Chief Ellen Arcieri was present to discuss a K9 agreement if George Abele, K9 Officer, were to leave Brentwood Police. The board reviewed the terms of the contract. Clement said an indemnity clause was added to hold the town harmless. Faria made a motion, 2nd by Thompson to approve the K9 contract. All were in favor.

Resignations from Ian Matheson, ACO, and Marc Turner, detective, were accepted.

Arcieri would like permission to post the detectives position as part time at 25 hours per week. Faria asked about the animal control (ACO) position. Arcieri said that is not her priority right now. Exeter is in the process of hiring a full time ACO and she will explore contracting with Exeter to fulfill the duties in Brentwood. Arcieri went on to say that hiring a new employee is labor intensive to conduct the background check. She is currently using the Town of Fremont to help with the background investigations for the new Brentwood officer.

Christiansen made a motion, 2nd by Thompson to authorize Arcieri to post the part time detectives position at 25 hours per week. All were in favor.

Butch Whitehouse, 130 Ole Gordon Road, asked if Officer Abele moved on if it was possible for Dax (canine) to stay in Brentwood. Abele said that is usually not good for the dog as they do not always adapt to a new handler. The K9 officer and dog also certify as a team and a new handler would need to re-certify for patrol and narcotics with the canine. Mantegari said the purpose of the contract is to keep Abele and Dax together whether he is with Brentwood or not. Abele said just to clarify he is not going anywhere at this time.

Bruce Stevens, 84 South Road, asked why Brentwood even has a dog. In speaking with another area chief, it seems that a canine team could be here within 20 minutes from another agency. He went on to say that he would hope that the town would re-evaluate the canine program cost versus benefit if the current canine were to leave. Abele said it is really easy to play Monday morning quarterback and that 20 minutes at a crime scene is a long time to wait.

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Frank Albert, 106 Lake Road, was in to follow up on his request to waive the impact fees on his accessory dwelling unit (ADU). Clement said the waivers that have been granted by previous boards was in the mail. In those cases, permits for ADU's were not charged impact fees on lots created prior to 2001 when the impact fee ordinance was adopted. Clement said the lot for 106 Lake Road was created in 2014 and paid an impact fee in 2017 when the home was constructed. The impact fee for the main home was about \$6830 and now for the ADU would be \$7339 as the ordinance has been revised. Faria said it is a separate dwelling and could be sold separately. Christiansen said no, they could not be sold separately as 2 units. Albert said it is connected by a roofed breezeway and is a one bedroom with no children. Clement said the impact fee for the 55+ units at 3 Ponds is \$3618. Christiansen said that would be his motion then. Christiansen made a motion, 2nd by Mantegari to reduce the impact fee for the ADU at 106 Lake Road to \$3618. All were in favor.

Faria said the conference table is almost complete. The wheels need to be installed and the table needs the finish coat. Faria made a motion, 2nd by Christiansen for Faria to purchase the wheels and have Highland Hardwoods help move the table to Advanced Custom Cabinets for the finish work. All were in favor. Faria said he is hoping this project will be complete next Friday.

Mantegari made a motion, 2nd by Faria to approve Clement's vacation 7/29-8/2. All were in favor. Clement asked what time the board wanted to meet that week so that she could coordinate someone to do the minutes. The board agreed they would meet at 3pm.

Clement said Paul Mirto has done some work for the conservation commission. Conservation hired Paul Mirto from Mirto Art Studios to make the map for conservation. They have not paid Paul anything yet and he will be going out of business. He asking that if he does not charge us for the map and contributes his services for free, will the town draft a legal waiver that would release him from any errors, omissions, third-party lawsuits related to the map guidance. Christiansen made a motion, 2nd by Mantegari to have counsel draft a legal release. All were in favor.

Christiansen made a motion, 2nd by Thompson to extend a leave of absence for a current employee to 7/9/19 as requested. All were in favor.

Clement said Hartmann Oil will lock us in at the 18-19 rates for the 19-20 heating season if the board is interested. The rate is \$2.559 per gallon for oil and \$0.24 over rack for gas/diesel. Christiansen made a motion, 2nd by Faria to lock in with Hartmann Oil for the 19-20 heating season. All were in favor.

Christiansen made a motion, 2nd by Faria to sell the 2010 Ferris Evolution mower to Quinn Mantegari for \$500. The motion carried with Mantegari abstaining.

Faria made a motion, 2nd by Christiansen to appoint Wayne Almon as an alternate member to the Cemetery Trustees for 3 years. All were in favor.

Christiansen made a motion, 2nd by Faria to sign a wetlands permit in conjunction with the conservation project on South Road. All were in favor.

Christiansen made a motion, 2nd by Faria to approve an abatement per Jim Michaud's recommendation. All were in favor.

Faria made a motion, 2nd by Christiansen to approve a surviving spouse veteran's credit. All were in favor.

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Faria made a motion, 2nd by Christiansen to renew the lease agreement with the NE Blacksmiths. All were in favor.

Rebecca Dunham, 9 Block Drive, would like to form an official subcommittee to discuss the regional associations and how they should be handled for funding. Dunham said Liz McConnell and Michelle Siudut would also like to be involved. Clement said she and Sue Benoit, welfare director, would also like to participate. Faria made a motion, 2nd by Thompson to nominate Mantegari to serve as the selectmen's representative. The motion carried with Christiansen opposed and Mantegari abstaining.

Faria made a motion, 2nd by Christiansen to create an advisory subcommittee to research how the funding for regional associations should be handled. All were in favor.

Faria said the parking spaces on South Road (conservation project) were being worked on today.

Thompson said the Boston Post Cane will be presented on Thursday at 1pm.

Thompson said in 1979 the funding for the newsletter passed at town meeting as a donation. Then after 3 years it was put in the operating budget.

Butch Whitehouse, 130 Ole Gordon Road, asked how the selectmen's handbook came about as he has been coming to the meetings and he has not heard anything about it. Faria said it started with the budget committee subcommittee and has evolved. He said they are looking at standardizing policies and procedures across the board. They do not have anything in place now and asked Clement to see what other town's do. Whitehouse said this is not available to the public and the board did not charge Clement with this at a meeting. Faria said there used to be a selectmen's school and that is no longer offered. This document can be used to teach new members what their responsibilities are. Whitehouse said he does not disagree; he has an issue with how things are getting done. Clement said she thinks the confusion is the "we" Faria is referencing began with the budget subcommittee not "we" as in BOS. Faria said that is semantics. Regardless a draft of a handbook was disseminated to the board. They have not discussed it as a group yet.

Dunham, 9 Block Drive, said there is some fill needed for the parking lot at the Grange Hall. Clement will let Robinson know.

Dunham said she is also working with Daphne Woss, Town Clerk, on updating the welcome packet for new residents.

Christiansen made a motion, 2nd by Thompson to adjourn the meeting at 8:14 pm. All were in favor.

Respectfully submitted,

Karen Clement

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WEEKLY TREASURER'S REPORT				
DATE:		6/18/2019		
Citizens General Fund:				
	Previous Balance:	20,321.28		
	Deposits:	954,031.51		
	Payroll:	23,980.65	DD: \$19797.65	CK: \$4183.00
	FICA:	6,010.91		
	to Impact Fees	3,618.00		
	A/P: Regular	\$233,347.37	Swasey: \$201,651	
	Non-A/P			
	void checks			
	From MMA			
	To Rec	660.00		
	TO MMA	690,000.00		
	Account Balance:	16,735.86		
	Interest Earned YTD:	14.57		
	CD's	-		
MMA:	Unrestricted Balance	1,961,710.00		
	Total Invested Funds:	1,961,710.00		
	Interest Earned YTD:	20,626.37		