

Board of Selectmen
Minutes August 20, 2019

Convened at 6:00 pm

Present: Robert Mantegari, Chair
Andrew Artimovich
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.

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

- TJ Boswell, 5 Washington Drive, kitchen cabinets and counter: signed by Board
- Tom Monsel, 31 Longmeadow Drive, replace deck and screen room: signed by Board
- Three Ponds LLC, 10 Three Ponds Drive, new dwelling: signed by Board
- VIP Communications, 87 Crawley Falls Road, replace antennas: signed by Board
- William Dunkerly, 313 Rte. 125, prep work for kitchen install: signed by Board
- Three Ponds LLC, 2 Three Ponds Drive, plumbing permit for new dwelling: signed by Board
- Three Ponds LLC, 9 Three Ponds Drive, plumbing permit for new dwelling: signed by Board
- Three Ponds LLC, 4 Three Ponds Drive, plumbing permit for new dwelling: signed by Board
- Three Ponds LLC, 7 Three Ponds Drive, plumbing permit for new dwelling: signed by Board
- Chuck Grandmason, 51 Spruce Ridge Drive, replace deck: signed by Board
- Three Ponds LLC, 2 Three Ponds Drive, electrical permit for new dwelling: signed by Board
- Three Ponds LLC, 9 Three Ponds Drive, electrical permit for new dwelling: signed by Board
- Three Ponds LLC, 7 Three Ponds Drive, electrical permit for new dwelling: signed by Board
- Three Ponds LLC, 11 Three Ponds Drive, electrical permit for new dwelling: signed by Board.

Kaiser said Monarch Electric has finished the work at the Grange Hall. He needs to complete the final walk through before the invoice will be approved.

Thompson said the wall pack is still on. Kaiser said he has taken a look and needs Monarch to change the sensor. He said they are supposed to be by this week.

Faria said there is an exterior light on at Lewis Auto. It shines directly at the driver when they are heading north on Rte. 125. Kaiser said he will take a look and ask the owner to adjust it.

Kaiser prepared a memo to be sent to 9 Mary Vey Drive giving them one week to follow through with the proper permits to abate their zoning violations. Mantegari made a motion, 2nd by Christiansen to approve sending the letter as written. All were in favor.

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There was a memo in the mail from Glenn Greenwood, town planner, regarding the lumber grinder at 66 Rte. 125. The memo states that a mobile saw mill was approved by way of expedited site plan review in 2017. In order for a grinder to be used, an amendment would need to be filed with the planning board for review. Christiansen made a motion, 2nd by Artimovich for Mantegari to sign a cease and desist prohibiting the use of the grinder and file an application with the planning board to review to see if the grinder could be an approved use. All were in favor.

Kaiser requested the use of an old cruiser for inspections. He would like to use an SUV as he needs to take it on construction sites. Chief Ellen Arcieri, Police Chief, said she would be fine with that in the spring when a new cruiser comes in. Artimovich asked if Kaiser could use the pickup truck. Arcieri said that was fine as long as there was good communication for a schedule to allow the police to access the vehicle when needed.

Christiansen made a motion, 2nd by Artimovich to approve the public minutes of 08/06/2019 as written. All were in favor.

Christiansen made a motion, 2nd by Artimovich to approve the nonpublic minutes of 08/06/2019 as written. All were in favor.

The following bids for technology services were received:

- Block 5: TOB and PD - \$2122/mos.
- Block 5: FD - \$1015.50/mos.
- CCS: TOB and PD - \$19380/standard service contract year
- CCS: FD - \$9075/standard service contract year
- CCS: TOB and PD - \$34200/total care service contract year
- CCS: FD - \$9075/total care service contract year
- RMON: TOB and PD - \$2424/mos.
- RMON: FD - \$1203/mos.

Jason Cohen, Director of Support Services, Block5 was present to introduce himself and the company to the board. Cohen discussed the onboarding process and response times to trouble tickets. Clement suggested time to review the bids and to table this discussion until the 9/3 meeting.

Arcieri would like to propose an on-call policy for officers. She proposes paying officers ½ their regular hourly rate during an on-call status. If called out, the officer would respond and receive a 2 hour minimum. This would be used primarily on the midnight shift and the officer would be required to stay within 10 miles of the station. Kris Magnusson, 1 Wendell Drive, asked if the part timers were available to take those shifts. Arcieri said the part timers would be offered to work the shift but where they have regular full time jobs, they may not be available to take the shifts. This will allow the officers to get some rest time in as the next 2 months will pose another scheduling challenge with staffing coming and going to the police academy for certification. Christiansen made a motion, 2nd by Artimovich to approve the on call memo as written. All were in favor.

Artimovich made a motion, 2nd by Christiansen to approve a light duty request for an officer. All were in favor.

Arcieri said Officer Abele has a lot of earned time that he may not be able to use before the years end. Faria said he was concerned about the officers getting burned out and wants to make sure they have some time to reset. Arcieri said he has taken some time off. Christiansen said Abele should not lose time. The board will review at the end of the year.

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Keith Levitsky, Budget Committee Chair, and Kris Magnusson, Budget Committee member, wanted to present the budget committee's subcommittee on policy and procedure's (PPC) recommendation to the board. Levitsky said they would like to avoid surprises and come up with a more proactive method to work together. Magnusson said the PPC came up with recommendations for the budget committee and for the town. The board reviewed the recommendations as presented. Faria said the town is already doing most of these recommendations in some fashion. Magnusson said they felt it was important to get policies in place to avoid budget season becoming personal. Faria said we need to set a bottom line and have all of the department heads work within that. Rebecca Dunham, 9 Block Drive, said she was impressed by the recommendations that she heard.

Magnusson said it is also important to learn how the calculation for the COOP payments are figured. Brentwood's commercial base is poor, which increases the burden on the residents. Magnusson also discussed reviewing revenue and expenditure accounts more regularly. Clement suggested a dual meeting on 9/10 with budget committee and BOS, the BOS meeting on 9/17 will be used to decide how to roll out the 9/10 recommendations to the department heads, and the 9/24 meeting will be an all department head meeting.

Rebecca Dunham, Regional Associations Subcommittee Chair, said the committee had their first meeting last week. Dunham said there was discussion on if there is a need for funding for these organizations, and if the need exists how they should be funded (warrant or operating budget). At this time the committee would like to see all of the regional associations line items in the operating budget brought to zero. They would like to create a new application to vet any organization requesting funds to determine their benefit to the town. Dunham said they would like to see how to make the greatest good with the least amount of money.

Mantegari said we cannot just get rid of the regional association's budget because the town has a financial responsibility to offer some aid. There is an RSA that mandates welfare. Mantegari said that is where it would make sense to have Sue Benoit, welfare director and Clement involved in the application process. Christiansen said we are changing the process to vet the organizations. Clement added that one organization receives \$5,700 and returned \$75,000 worth of services to the residents. Dunham said they will hold a public hearing and prepare a final recommendation. Artimovich said that when final recommendation comes forward, he would like to see a budget figure as well. Christiansen made a motion, 2nd by Mantegari to remove the "grandfathered" organizations in the operating budget and proceed with an application and evaluation process. All were in favor.

At 7:44 pm a motion was made by Christiansen, 2nd by Mantegari to go into nonpublic sessions per RSA 91-A: 3, II (a) for personnel. Mantegari- aye, Artimovich - aye, Christiansen - aye, Faria - aye, and Thompson - aye. The motion carries.

At 7:54 pm a motion was made by Christiansen, 2nd by Thompson to come out of nonpublic session and seal the minutes. Mantegari- aye, Artimovich - aye, Christiansen - aye, Faria - aye, and Thompson - aye. The motion carries.

The board regretfully accepted the resignation of Tracy Flinders from the town clerk's office.

Clement said at the last meeting a timber warrant was issued with double doamage due to the property owner failing to supply a copy of the report of wood cut. When they received the bill, they followed up with their logger and sent a copy of the report. The property owner is requesting an abatement. Clement prepared the abatement and a new bill and warrant based on the actual amount of wood cut. Artimovich said the property owner had plenty of time to send in the report and made a motion to deny the abatement. Thompson seconded the motion. All were in favor.

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Thompson made a motion, 2nd by Faria to sign a CAP agreement with Primex for property and liability coverage limiting the town's premiums from increasing no more than 7% annually for three years. All were in favor.

The board signed thank you letters to SST, Highland Hardwoods, and Advanced Custom Cabinets for their contributions to the new meeting table.

Faria made a motion, 2nd by Christiansen to adopt the BOS handbook as amended. All were in favor.

Artimovich made a motion, 2nd by Mantegari to send Flinders a letter thanking her for her service to the town. All were in favor.

Clement said it is performance evaluation time. She has requested department heads submit their self-evaluations to her by the end of next week and all employee evaluations completed by mid-September. Clement said her self-evaluation is completed and asked how the board wanted to handle that. Mantegari asked Christiansen to complete Clement's review. The board agreed.

Thompson said the conservation commission would like to see if the board would want to purchase the game farm from the state for \$535,000. They would then sell the land to an investor while SELT is going through the grant process to reimburse the town. Artimovich said the town would still need to appropriate half a million dollars. Mantegari said it is risky and a long process. Clement asked if the revenue from the grant would be received in the same calendar year. Mantegari said no, it could take 2-3 years. Christiansen made a motion, 2nd by Artimovich to decline to purchase the land. All were in favor.

The board received a memo from the Sportsmen of Brentwood recommending Robert Stephens appointment to the conservation commission. There is an open alternate position. Artimovich said if there is an open position and there is only one person interested, then there is no reason to not appoint that person. Artimovich made a motion, 2nd by Christiansen to send a letter to conservation saying that the board will be appointing Robert Stephens as an alternate member to the conservation commission unless they provide a just and legal reason why they should not. All were in favor.

At 8:13 pm a motion was made by Christiansen, 2nd by Faria to adjourn. All were in favor.

Respectfully submitted,

Karen Clement

WEEKLY TREASURER'S REPORT

DATE: 8/20/2019

Citizens General Fund:

Previous Balance:	17,030.87		
Deposits:	65,715.74		
Payroll:	21,189.18	DD: \$19425.91	CK: \$1763.27
FICA:	5,475.02		
to Impact Fees			
A/P: Regular	\$1,222,327.73	Co-op: \$811,250	Swasey: \$400,000
Non-A/P			
void checks	1,024,164.77	Co-op: \$811250	Swasey: \$200,000
From MMA	165,000.00		
To Rec	-		
TO MMA			
Account Balance:	22,919.45		
Interest Earned YTD:	29.77		

MMA:	CD's	3,500,000.00
	Unrestricted Balance:	785,447.58
	Total Invested Funds:	4,285,447.58
	Interest Earned YTD:	24,363.95