

BRENTWOOD BOARD OF SELECTMEN
MINUTES OF MARCH 29, 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 3/22/11 meeting. Byrne moved the minutes as written. Menter seconded the motion. Artimovich, Byrne, Menter and Hubbard voted in favor; Bryan abstained.

Menter noted that, at last week's meeting regarding a community center rental, it was said that the Selectmen had not allowed a resident to use the center for ½ price for a business-related event before but in actuality in 2007 they did allow it for Club Underalls. Byrne said as far as she is concerned, the Club Underalls events were more of a community service. Artimovich explained that they were not "for profit" events. Bryan added that the agreement was made when they first started renting the building and there have been changes made to the application since then.

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

- William Morehead of 24 Scrabble Rd for a storage shed.
- Wayne & Laurie Loosigian to make renovations to the house at 66 Rowell Rd.

The Board reviewed the notes:

- There is a department head meeting scheduled for 4/5. The Board will discuss employee records, keys, vehicle policy and any issues the department heads have.
- Byrne made a comment regarding employee records - that they are usually confidential between the department head and the employee and that she doesn't want to know every little thing about every employee in town. She expressed concern that when a Selectman is no longer a member of the Board, they leave knowing all kinds of stuff and can really do a number on an employee. Artimovich responded that anything they learn that is confidential when they are a member of the Board continues to be confidential when they are no longer on the Board. Stevens explained that the documents that are delivered to the Town Administrator to be put into the employee files do not go before the Board before being placed in the employee files; they are there if there is ever a need to refer to them. Hubbard added that he feels the intent of the employee records policy is to maintain consistency throughout the departments; how they are recognized, encouraged, disciplined and how their files are maintained and what is in them. Byrne said that different department heads manage situations in different manners and the Board either needs to have some measure of confidence in the department heads or make themselves privy to every personnel file that comes through, and she does not want that. Artimovich responded that they are not looking to get the information into the employee files to micromanage the departments; rather they are looking to have the information available if a need arises to research an issue.

BRENTWOOD BOARD OF SELECTMEN
MINUTES OF MARCH 29, 2011

- FEMA has decided to allow the engineering costs associated with the replacement of Crawley Falls Bridge as allowable for reimbursement. The Town will be receiving a check from the Federal Government in the amount of \$37,000 and from the State in the amount of \$13,859.74. That will close out the FEMA reimbursement from the flooding event a couple years ago.
- The Board reviewed a policy regarding “Access to Town Owned Buildings”. Menter made a motion, seconded by Bryan, to adopt the policy. All voted in favor. Bryan made a motion to issue a verbal warning with written documentation to the Fire Chief for not providing the Board of Selectmen with a master key to the fire station as requested in a 2/23 memo and again at the 3/15 meeting. Byrne explained that she spoke with the Chief and the swipe is coming, it just needs to be programmed. She added that he was not too thrilled about the notion of a key. Bryan said that in the absence of the EM Director and the deputy, the Chairman of the Board of Selectmen assumes the responsibility of the EM Coordinator and that key needs to be here in case the Fire Station, which houses one of the EOCs, is locked. Hubbard said that key needs to be here for a multitude of reasons. Former selectman Wayne St. Hilaire was present and explained that a few years ago, by town vote, the fire department asked them to do away with the fire wards and in doing that they made the Board of Selectmen the superior officers of the Fire Department. Ken Christiansen, resident who was also present, added that he has researched HIPAA regulations and a locking file cabinet is all that is needed for safeguarding these records. Hubbard questioned why we’re even having this problem of getting the key; it is a very simple request. Artimovich asked if there was a second to Bryan’s earlier motion. Menter seconded the motion; all voted in favor. They would like the key in the Town Office by Friday, 4/1/11. Artimovich made a motion, seconded by Bryan, to allow Stevens to sign the document that will go to the chief. All voted in favor.
- The Board continued their discussion from last week regarding possible changes to the Town Vehicle Policy to address issues that were raised by the Fire Chief. Stevens explained to Bryan, who was absent last week, that it was decided that item #6 in the current policy addresses the issue of passengers during parades. She said that she could probably just add a few words in that same item to address the issue of family members riding in the ambulance when it is en route to the hospital. They agreed to have Stevens draft the change and present it next week.
- Energy North submitted the information regarding the furnace that would be installed to replace the broken one at the Grange and a revised proposal that includes repiping. Artimovich explained to Bryan that they reviewed the 3 proposals at last week’s meeting and would like his input. A motion was made by Bryan and seconded by Menter to go with Energy North to replace the furnace. All voted in favor.
- The Selectmen reviewed a proposed change to the Employee/Personnel File Procedures that are currently in the Employee Handbook which would put a time limit of 5 days in which to turn any new documents over to the Town Administrator for submission into an employee’s file. Artimovich recommended changing it to 5 “business” days. Artimovich made a motion that an addendum be made to the Personnel File Procedures policy under the Access and Maintenance portion that employee files be updated with the Town Administrator within 5 business days of generation/receipt of a new document. Bryan seconded the motion; all voted in favor.
- The Board discussed information that was sent out about LGC Recruitment Services regarding the Town Administrator position. The Board decided their services were not budgeted for. They would like an ad put in the Union Leader and on a NH help wanted website. The Board would like an application deadline of 5pm on 4/12. They will review resumes/applications during their own time as they are submitted.

BRENTWOOD BOARD OF SELECTMEN
MINUTES OF MARCH 29, 2011

- Monarch Electric will need to relocate a tree out front when installing the generator. The Board would like to have it tied into our propane tank if possible. Monarch Electric warned that the generator power is not as “clean” as that which comes in through the electrical wires and there is a possibility it will not run our computers and may require additional equipment and thus additional expense.
- Town Counsel’s response to an inquiry about a pending legal matter is that they are waiting on a court order regarding attorneys’ fees.

Phil Lyons and Wayne St. Hilaire were in representing the Lamprey River Bowhunters, an archery club that has been in Town for many years. Lyons explained the history of the group and the agreement that was made between the Bowhunters and the Town. He explained that there is a trailer box located at the recreation center that they store targets, etc. in and it has become an eye sore and is in poor condition. They would like to replace it with a 40’ cargo pod. Bryan made a motion to allow them to replace the box trailer with a 40’ pod. Byrne seconded the motion; all voted in favor. Artimovich asked Road Agent Wayne Robinson if he thought they’d be able to remove the trailer and scrap it. Robinson said he thinks they can do that. Artimovich recommended that Lyons and Robinson coordinate the removal. The Board added that since it is town property there will be no building permit required.

Road Agent Wayne Robinson reported that John Cupp will be taking a look at the 2 trees on Rowell Rd East and give the Town a price. The Board would still like Robinson to check with PSNH. Byrne asked Robinson if the tree appears to have any infestation. Robinson said they look fine to him other than they are leaning towards power lines. The Board will make a decision after receiving an estimate.

The Board signed the following documents:

- Bryan made a motion, seconded by Artimovich, to appoint James Clark and Douglas Mansfield as alternate members to the Library Trustees. All voted in favor.
- A motion was made by Byrne and seconded by Bryan to approve Veterans credits for 3 residents in town that meet the requirements. All voted in favor. Hubbard stated he would like to see the credit amount increased. The Board explained it would have to be included as a warrant article and voted on at Town Meeting. They will address it when discussing 2012 warrant articles.
- Byrne made a motion, seconded by Menter, to sign the dragway permit for New England Dragway. Byrne, Menter, Bryan and Hubbard voted in favor; Artimovich abstained.
- Bryan made a motion to approve the Inventory Collection Form for the NH Dept of Transportation. Byrne seconded the motion, all voted in favor.

A representative from Seacoast Newspapers was in to get information for an article that they plan to do regarding an update on the Crawley Falls Bridge status.

At 7:48 p.m. a motion was made by Bryan to adjourn. Menter seconded the motion; all voted in favor.

Respectfully submitted,

Julie Stevens