

BRENTWOOD BOARD OF SELECTMEN  
MINUTES OF 4/6/10

Convened: 6:30 p.m.  
Present: Kevin Johnston  
Andrew Artimovich  
Jane Byrne  
Jeffrey Bryan

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

Jonathan Ellis was in to present the weekly Treasurer's report. Artimovich made a motion, seconded by Bryan, to approve the Investment Policy that was presented by Ellis last week. All voted in favor. Ellis handed out a list of past due Police Detail accounts for the Board to consider later in the evening when discussing details. Ellis reported that the Bond Bank has sent an application for the upcoming Bond Sale as well as a Bond Anticipation Note. He will return it ASAP in order to meet the mid-May payment date to Ricci Construction.

The Selectmen reviewed the minutes of the 3/30/10 meeting. Artimovich made a motion to approve the minutes as written. Bryan seconded the motion; all voted in favor.

The Board reviewed the notes:

- Artimovich withdrew his motion from last week to change the section of the Board Meeting Policy regarding special meetings after it was decided that the chairman can make the determination if a special meeting is needed. Byrne made a motion, seconded by Bryan, to sign the revised Board Meeting Policy. All voted in favor.
- The Fire Department does not need special permission or permits to erect the antennae.
- Bryan reported that he has been communicating with Steve Cummings and Ricci Construction regarding the incomplete plans that Cummings submitted. Now Cummings is requesting a day's pay in order to complete the plans that should have been completed properly to begin with. A motion was made by Artimovich to spend up to \$500 from the capital reserve fund for Fire Department Forward Planning for Steve Cummings to finish the plans and also ask him to come in to see the Board. Bryan seconded the motion; all voted in favor.
- The Board would like to establish a policy that cell phone ringers need to be shut off during meetings and that any cell phone conversations take place outside of the building. In addition, a sign will be put on the meeting room door.
- The Selectmen would like a letter sent to the Kingston Selectmen in response to the letter they received regarding the emergency shelter. They would like to thank them for the invitation to discuss future use of the shelter but explain that we are committed to improving our own and ask that they send Brentwood residents to our shelter if any show up.
- Bryan made a motion, seconded by Byrne, to approve a request by the Community Running Association to have a relay running race benefiting the NE Chapter of the American Liver Foundation pass through the Town. All voted in favor.
- A motion was made by Artimovich and seconded by Byrne to allow Norman Garside to renew the lease for the Town land formerly owned by George Beyea to be used as a hayfield. All voted in favor.
- The Selectmen are in receipt of a letter from a couple residents on Peabody Drive expressing interest in acquiring the right-of-way that runs between their homes

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and is owned by the Town. The Board determined this is an issue that would need to be voted on as a warrant at Town Meeting.

- Bryan made a motion, seconded by Artimovich, to get an appraisal done for the easement areas associated with the Crawley Falls Bridge project on the Middle of the Road Realty Trust parcel and Brentwood Country Store parcel to start the process of “taking” these easement areas. Artimovich seconded the motion; all voted in favor.

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

- Paul LeBlanc for a renewal of his permit to construct a house at 150 Deerhill Rd.
- P.R. Russell of 91 Pine Road to erect a double-walled steel diesel tank.

In addition, Tuck reported that he inspected the Noyes property and Willim property and only found a couple of boats and open trailer under the power line and a couple of tag-a-long trailers in the Noyes dooryard.

Exeter Selectmen Julie Gilman and Bobby Aldrich, along with Town Manager Russell Dean, Highway Supervisor Jay Perkins, and their town engineer were in to talk with the Board about Pine Road. Gilman explained that they have some concerns about Pine Rd and what their ideas are for their end of the road. Their concerns include the heavy truck traffic and their wear and tear on Pine Rd. They are planning to completely rebuild and repave the road as well as install new drainage that will cost the Town of Exeter approximately \$100,000 for the 500’ of Pine Rd that is in Exeter. They have some ideas about things they can do to protect their investment and are considering weight limitations and speed limitations. Dean expressed their concern about the increased intensity of the usage of Pine Rd particularly since Brentwood Distribution located there. Dean continued that at the time Brentwood Distribution was in the planning stages, the Town of Exeter approached the Rockingham Planning Commission about considering it a regional impact but the Commission was not interested in doing that. Aldrich stated that should there be any further development along Pine Rd in the future that they would like to be involved in the conversation. Byrne asked if Brentwood was willing to absorb some of the cost if Exeter would reconsider some of the restrictions they would be putting on Pine Rd. The Exeter representatives said it could be a discussion point. Johnston commented that the high school is a major problem with speed along that road as well. Aldrich mentioned that they’ve asked the DOT to look into a light at the intersection of Pine Rd and Rte 27. Johnston said he believes that if they rebuild the road and do the drainage the way it should be that the trucks won’t be an issue for them. He continued that Brentwood may entertain the idea of helping to maintain it. Johnston asked that Brentwood get advance notice of when Exeter will be working on Pine Rd as the traffic will be rerouted and we would like the opportunity to notify the businesses in that area.

Wayne Robinson, Denny Wood and Christine Belanger were in to discuss outside details with the Selectmen. Johnston explained that the Board would like to include the policy for outside details in the employee handbook and that some of the particulars need to be ironed out beforehand, especially a time limit for the On Duty Detail Policy when it

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refers to “short-term” coverage. Wood recommended that the on duty patrol officer cover a last-minute, short-term detail for 45 minutes as that would give the Police Department ample time to try to get regular detail coverage from their list. Wood said they want to make sure the policy mirrors the one included in their SOPs. The Selectmen received copies of the detail section of the Police SOPs. The Board agreed that 1 hour would work better than 45 minutes. Belanger then questioned what she should bill when there is a last-minute short-term detail as their policy is to bill for 4 hours but if the officer is continuing to get paid at the patrol rate that doesn’t necessarily make sense. Artimovich suggested that for last-minute, short-term details that last no more than 1 hour the company not get billed since we would not be paying anyone the detail rate. The Board agreed not to bill for the 1-hour detail that was recently covered by an on-duty patrol officer and to keep the officer at the patrol rate that he was paid at per the On Duty Detail Policy. Johnston said the Board will further discuss the time limits at another time and put together the policy at that point.

Stevens asked Robinson if there is any type of signed, written agreement about the paragraph in the PD SOP that was added 2/9/2010 regarding the cancellation policy for New England Dragway. Robinson said they do not have anything in writing. The Selectmen agreed that there should be something in writing that is signed by the Dragway and the Town regarding their cancellation policy.

The list of the outstanding bills for details was shared with Chief Robinson. Belanger said she is in the process of sending out certified mailings to these past due accounts. Johnston recommended charging 1.5% for past due accounts over 30 days. Bryan mentioned that a lot of these larger businesses do not pay within 30 days. Johnston suggested making it 60 days then. Bryan proposed 2% after 120 days. The Board would like Stevens to draft a policy for receivables.

Robinson mentioned that they may be losing a part-time officer and do not have enough to cover all open shifts to begin with. The Board approved of Robinson seeking 1 part-time officer. Byrne questioned the need to advertise the position. Artimovich recommended posting it on the website. All other members agreed.

Fire Chief Kevin Lemoine was in to see the Board about having a clerk-of-the-works for the new fire station vs. a committee overseeing the project. Lemoine distributed a letter from Gary Raymond. Byrne requested that Johnston read the letter into the record. Johnston did so (a copy of which is attached). Bryan commented that he recently sent a letter to all building committee members asking if anyone is interested in being involved in a committee that would oversee construction/coordination of the project. He said the only response he got was from John Kennedy. Apparently the others did not receive it. Byrne asked Lemoine if he’d prefer to have Raymond be the contact person instead of himself. He responded that he would not. Bryan said it was his thought to have more than one person involved so that nobody gets burnt out; they could share the responsibilities. Bryan said he will resend the email and would be happy to have Raymond on the committee.

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The Board signed the MS2, a Report of Appropriations Actually Voted, to send to the NH Dept of Revenue.

A few other miscellaneous items were discussed:

- Stevens gave an update on the Knowles situation.
- The Board examined the draft of the Policy for Annual Emergency Personnel Medical Surveillance. They approved of it being sent to Town Counsel for review.
- Stevens will attend a FEMA meeting next Monday to get information regarding the February wind/rain storm.
- Byrne said she would like to see the Board either email or send a letter to our legislature, our representative and Senator, encouraging them to kill SB492 which would expire exemptions on telephone poles. The Board members agreed.
- Byrne would also like to encourage them to support the gambling changes that they are proposing. Johnston said he is not in favor of doing that.
- Artimovich asked the other members if they'd like a letter sent to Hannaford's encouraging them to build in Brentwood since they have withdrawn from Kingston. Discussion ensued but there was no directive made to write the letter.

At 8:40 p.m. Bryan made a motion, seconded by Artimovich, to adjourn. All voted in favor.

Respectfully submitted,

Julie Stevens