

BRENTWOOD BOARD OF SELECTMEN  
MINUTES OF SEPTEMBER 1, 2009

Convened: 6:30 p.m.

Present: Jeffrey Bryan  
Andrew Artimovich  
George Waldron  
Jane Byrne  
David Menter

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

Jonathan Ellis was in to present the weekly Treasurer's Report. In addition, Ellis reported that a couple of representatives from Citizens Bank were in today to demonstrate a check scanner that would be used by Town Clerk/Tax Collector, as well as recreation and anyone else handling a high volume of checks. This would allow for same day deposits as well as save the cost of mileage for frequent trips to the bank. The scanner itself would cost \$1,100 and the use of the service would be paid by leaving \$50,000 in an account untouched, without interest. At current interest rates it would amount to a loss of interest of approximately \$20/month. Citizens Bank may have a scanner we can use at no cost until the end of the year and we can then budget for a new scanner in 2010. Bryan asked about our server having a secure line. Ellis explained that it is all web based. In addition to the scanner, at no additional cost, Citizens would set up direct deposit for employees. The recent survey of employees indicated about 2/3 of employees would be interested. Byrne questioned what happens if interest rates go up and we end up losing more than the \$20 of interest each month. Ellis explained that Citizens will review the compensating balance figure on a regular basis and adjust the required balance accordingly. Stevens explained that to facilitate direct deposit, we would need to purchase a direct deposit module from BMSI for approximately \$1,200. Bryan made a motion, seconded by Artimovich, to approve the check scanner and direct deposit capabilities on a trial basis. All voted in favor.

The Board reviewed the minutes of the 8/25/09 meeting. Waldron made a motion to approve the minutes, seconded by Menter. Waldron made note of a typo on pg. 1 to change since to sense. Bryan, Waldron, Byrne and Menter voted in favor of approving the minutes with the correction; Artimovich abstained. The Selectmen read the minutes of the nonpublic session from 8/25/09. Byrne made a motion to accept the minutes as written. Menter seconded the motion. Bryan, Waldron, Byrne and Menter voted in favor; Artimovich abstained.

Richard Murphy, the new Emergency Management Director, was in to meet the Board members. Murphy reported that he has had a chance to briefly review the Emergency Operation Plan and has a few minor changes he would like to make. He would like to have a look at the Emergency Operations Center, meet with the Police and Fire Chiefs, and some of the other players. Murphy is confident in his role as essentially a stage manager. Bryan asked if there was anything he needed from himself or the Board. Murphy said he will need to update the EOC activation which is a bit out of date with

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names and numbers. Murphy quickly reviewed other areas of the EOP that will need changes. Murphy left the plan with his recommended changes for everyone to look at.

Russell Swasey, acting building inspector, was in with the following permits which the Selectmen signed:

- Mill Pond Crossing to add two additional units: 16 & 44.
- Joe Gancarz to refurbish a bathroom at 22 Lake Road.
- Herman Winch of 206 Pickpocket Rd for a 12 x 20 storage shed.

Lisa & Bill Dow, owners of Brentwood Country Store, were in at the request of the Selectmen to discuss the easement deed that we are requesting they sign for work on the Crawley Falls Bridge project. The Dows indicated that they misplaced the copy of the deed that was sent to them. They were provided with a new copy of the easement deed along with a copy of the plan. Bryan told them they do not need to sign the deeds tonight; they are welcome to take it with them for further review. Byrne explained to them that the deed refers to the retaining wall and drainage outlet and gives the town authority to maintain that area. The Dows indicated that they have no problem signing the deed but would be interested in having someone from Hoyle, Tanner come out and actually walk the area with them that the deed refers to. Stevens will see if she can set up an appointment for Tuesday or Wednesday of next week.

Tom Dunn of Local Government Center was in to touch base with the Selectmen. He said he heard the discussion with the EM director and pointed out that they have an upcoming class he or others may be interested in called Crisis Leadership for Local Officials. Dunn reviewed the services the Town gets from LGC. He explained differences between LGC and NHMA and what is available from both. Byrne commented that while she enjoys the magazine they put out monthly, she doesn't see the need for the glossy paper. Byrne continued that it would be much more economical to use regular paper, at least for the pages inside. Dunn said he will pass that along.

The Board discussed the 2 letters that were distributed last week. Waldron made a motion to use the letter prepared by Stevens except send it to department heads prior to the 9/15 meeting. Byrne seconded the motion; all in favor.

The Board reviewed the notes:

- Artimovich and Menter will attend the meeting with Mitchie Construction on Friday, September 4<sup>th</sup> regarding the South Rd Bridge.
- The appraiser hired by the town to do an appraisal at Mr. Musso's will be meeting at the property on Friday with Don Wilson, Mr. Musso's surveyor.
- There will be no meeting on 9/8/09. Byrne requested that it be posted. Stevens will be on vacation but will let Carolyn know to contact Bryan if an emergency situation arises that may require a meeting.
- Per the court order, Willim was supposed to reimburse the town for legal fees related to his case. Donahue, Tucker has provided the town with a figure of \$8,239.89 that is due for this matter. Willim has since passed away so this will be due from the estate. Our former town counsel, who is still handling the Willim

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matter, is wondering if we'd like to record a copy of the court order at the registry of deed to have that on file along with the property. A motion was made by Artimovich, with a second by Byrne, to record the court order at the registry. All voted in favor.

- We received notification of 2 positive mosquito pools in Brentwood, 1 at the recreation area and 1 on Brook Crossing on private property. The plan is for Dragon Mosquito to spray the recreation area and school. The Board would like Dragon Mosquito to inquire with the property owner to see if they will allow spraying at that location.
- Stevens spent 3 days working w/Cyndi Gillespie of Rye on the accounting conversion. A couple of the revolving accounts have been entered with a few more to go as well as revenues to the general fund since the beginning of the year.
- Stevens passed along that a resident called who had read the minutes on line and is pleased that the Selectmen are being fiscally responsible by keeping the police position vacant in order to cut costs.

John Kennedy was in with a copy of the driveway permit for the proposed fire station. He explained that the permit is only good for 1 year so he is recommending that the driveways be cut in and put 2" crushed stone down. Bryan asked Road Agent Wayne Robinson if he thought the highway department could handle this and get it done within the next year. Robinson responded that they could. Kennedy would like to see the Town Engineer, Steve Cummings, come back and stake it out. Artimovich suggested waiting until next spring, the other members agreed. Byrne thanked Kennedy for doing this.

Wayne Robinson, road agent, was in with bids for 1500 yards of winter sand. The bids were as follows:

1. REP Landscaping - \$229/load (18-19 yds/load) delivered
2. Pike Industries - \$11.75/ton delivered
3. Chris Beebe - \$11.75/ton delivered
4. M. Bradsher Co - \$11.25/ton delivered
5. Torromeo Industries - \$11.25/ton delivered
6. Olson Aggregate - \$15.70/yd delivered

The Board told Robinson he can choose from the low bidders.

Bryan mentioned to Robinson that there are some good size washouts on Pickpocket Road. Robinson said he is aware of that.

Robinson reported from the Police Dept that Officer Pimental has turned in most of his gear but will return to drop off the remainder and pick up his check.

The Board signed the following documents:

- Walter Mitchell of Mitchell Municipal sent along engagement letters to represent the town as Counsel. Byrne made a motion, with a second by Artimovich, to sign the engagement letters. All voted in favor.
- The MS1 form for the Department of Revenue.

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- A semi-annual report for the CDBG Project was submitted by Donna Lane for signing. The Board agreed to have Bryan sign the report.

A motion was made by Bryan, with a second by Menter, to enter into nonpublic session per RSA 91-A:3, II(a) to discuss an employee matter. Bryan, Artimovich, Waldron, Byrne and Menter voted in favor.

Following nonpublic discussion, Artimovich made a motion to close nonpublic session. Menter added, and seal the minutes. Bryan seconded the motion to close nonpublic session and seal the minutes. Bryan, Artimovich, Waldron, Byrne and Menter voted in favor.

The Board discussed changes that need to be made to the employee handbook. One regarding the inability to use earned time during employee suspensions and another that addresses DOT random drug/alcohol testing and the consequences of positive test results. Stevens will come up with some possible wording for these two areas and present it at the next meeting for review.

At 7:55 p.m., Menter made a motion, with a second from Waldron, to adjourn. All voted in favor.

Respectfully submitted,

Julie Stevens