

BRENTWOOD BOARD OF SELECTMEN
MINUTES OF 10/28/08

Convened: 6:30 p.m.
Present: David Menter
Kevin Johnston
Jeffrey Bryan
George Waldron

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.

Wayne St. Hilaire was in to request permission for a trapper to once again do "nuisance" trapping at the recreation center. Bryan made a motion to approve the trapping, seconded by Waldron. All voted in favor and Menter signed the appropriate paperwork.

The Selectmen reviewed the minutes of the 10/21/08 meeting. Bryan made a motion to approve the minutes as written. Motion was seconded by Waldron; all voted in favor. The Board reviewed the minutes of the nonpublic meeting that was held 10/21/08. Waldron made a motion, seconded by Bryan, to accept the minutes as written. All voted in favor.

The Board reviewed the notes:

- Hollis Martin is back on Worker's Comp as of 10/2/08. He is in need of a hip replacement so Primex is having him get an independent medical exam to determine if it is a result of his accident here.
- Clarification was made regarding how the handbook should read as far as the accumulation of Earned Time. The handbook will be changed to make it clear that earned time is accrued on **hours worked**, including overtime but excluding private details.
- The Selectmen received a letter from the attorney representing Herb Sneiderman of Budget Storage regarding a plan he would like to present to the Board. The Selectmen would like him notified that Glenn Greenwood, Brentwood's Circuit Rider Planner, would be the appropriate person to review the plans.
- The Board reviewed a new healthcare option being presented by Local Government Center that would reduce the cost to the Town by 5.8% but would increase the employee's out-of-pocket expense for prescription drugs. In light of the relatively low COLA being budgeted for 2009, the Selectmen decided to stay with our current policy.

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

- Roxanne Holmes of 39 Haigh Road to add a bay to the garage.

Bruce Stevens, Chairman of the Planning Board, was in to present their budget:

- The **Salary** line includes the COLA + 1 step increase; but the budgeted overtime hours have been reduced from 40 to 20. The result is a 4.1% increase.
- **Health Insurance** is down slightly to \$11,199.
- **Life Insurance** and **Dental** are up slightly from 2008.
- **FICA/Medicare** has increased as a percentage of salaries.
- **NH Retirement** will be increasing in 2009 and that is reflected with an increase in this line.
- **Seminars, Engineering Reviews, Legal, Circuit Rider, Circuit Rider/Long Range** are all budgeted the same as 2008.
- **Short Term Disability** is down \$1.
- **Printing** expenses have been decreased by \$200 to \$800.
- **RPC Dues** are increasing in '09 from \$3,716 to \$3,869.
- **Ads/Notices, Registry, Office Supplies, Postage, Misc., & Equipment** are all being level funded at the same amount as '08.
- The Total budget is up \$1,629 which represents a 2% increase.

Jim Clark & Bob Gilbert were in to present the Library Budget:

- **Salaries** are up 3% which includes the COLA and a ½ hour increase in librarian's hours as of 4/1/09.
- **Benefits** as presented were increased to \$32,758.99 however it will be revised with the receipt of actual figures from Local Government Center.
- **Building Maintenance** is requesting an increase to \$2,000 to cover ordinary recurring repair needs of a maturing building.
- **Cataloguing System; maintain databases** line is budgeted for a \$200 increase for system fees, including online access.
- **Heating & Propane** was over budget this year due to the increased cost of propane. Therefore, next year's budget includes a \$2,800 increase in this line.
- **All other lines have been level funded at 2008 amounts.**
- The Total Library budget, before the revisions to benefits, is up 5.1%. This increase is in large part due to the increase in the cost of propane.

Fire Chief Kevin Lemoine was present and informed the Board that the tires that were discussed last week have been replaced at a cost of \$1,200. They are now having a problem adjusting the driver's seat on E4 and Lemoine would like to have it fixed as it is a safety issue. The cost for a new air ride seat is \$800. Bryan made a motion to replace the seat and pay for it from the contingency line as there is no money left in the Fire Department budget. Johnston seconded the motion; all voted in favor. In addition, Lemoine asked that the Board reconsider their decision regarding Years of Service eligibility for earned time accumulation. This was changed in 2008 and as a result 1 employee who would have been eligible to increase to the next level in 2008 will have to wait 6 years.

Lemoine then went on to discuss the Fire Department's 2009 budget requests:

- **Salaries** represents a 2.3% increase over the requested amount for 2008 (which was later cut by \$5,000 by the Budget Committee).
- **Full Time Firefighter Salaries** is requested for an increase of 14.6%. This includes an increase in hours to 42 ½ per week, COLA increases for both firefighters, a 1-step increase for 1 personnel member, and a 2-step increase for the other as discussed at the 10/21/08 meeting.
- The **Secretary** line has been reduced to \$1 to keep the line open.
- **Health Insurance** is going down by .8% to \$18,666.
- **Life Insurance** is budgeted for a \$4 increase, and **Dental Insurance** for a \$9 increase based on the new rates.
- **FICA/Medicare** increases as a percentage of salaries.
- **Deferred Comp** is budgeted for a decrease of \$34.
- **NH Retirement** will be increasing in 2009 and as a result the line for this is increased from \$13,054 to \$15,025.
- **Department Training** is being level funded at \$3,100.
- **Short-term Disability** rates are decreasing in '09 resulting in a \$119 decrease.
- **Telephone** request is up \$400 for the addition of cable and phone lines in 2 offices.
- **Electricity** is being budgeted for the same amount as '08.
- Due to the increase in fuel costs, **Heating Oil** is budgeted for a \$4,000 increase and **Vehicle Fuel** for an increase of \$2,700.
- **Dues and Subscriptions** line is requested at a \$396 decrease.
- **Ambulance Supplies** is again being budgeted for \$1 to keep the line open.
- **Vehicle Repairs** is being budgeted for a \$1,000 increase as they went over budget this year.
- **Radio Repairs** are level funded at \$3,200.
- The request for **Departmental Supplies** is \$5,484; up from \$3,512 in '08.
- **Protective Gear & Uniforms** request is down \$3,000; **Building Maintenance** down \$300; and **Equipment** down \$150.
- Due to the expiration of a maintenance agreement that was included in a grant for SCBA, the **Equipment Maintenance** line is requested for an increase from \$1,600 to \$4,025.
- **Forestry** line is again budgeted at \$1 to keep the line open.
- The total Fire Department Budget Request of \$277,444 is a \$29,444 (or 11.9%) increase.

Wayne Robinson, Road Agent, was in to request the Selectmen's permission to purchase the "Blaster" that was demonstrated last week. Robinson would like the \$2,069 expense to come from the Capital Reserve Account for Highway Vehicles & Equipment. Bryan made a motion to approve the purchase with payment coming from the Capital Reserve Account. Motion was seconded by Waldron; all in favor. Bryan shared a list of road concerns he developed and expressed his worry that they present a potential safety problem. Robinson said they will work on them.

Waldron made a motion to go in to nonpublic session per RSA 91-A:3, II(a) to discuss Police Department evaluations with Chief Robinson. A second was made by Johnston. Menter, Johnston, Bryan, and Waldron voted in favor.

The Board returned to public session following a motion by Bryan, and a second by Waldron, to close the nonpublic session and seal the minutes. Menter, Johnston, Bryan, and Waldron voted in favor.

The Selectmen discussed the 3 Town Administrator job descriptions they had requested from Julie Stevens; 1 being from Local Government Center, the other from the Town of Fremont, and a third proposed one that would be for the Town of Brentwood and is a combination of the 2 previous ones. Waldron suggested that in the “essential duties” section of the job description an addition be made to include: Provides input regarding personnel issues. Waldron made a motion to change the Administrative Assistant’s title to Town Administrator and make the above mentioned change to the job description. Bryan seconded the motion. Johnston added that the change be made effective immediately. All agreed. The motion to change the Administrative Assistant’s title and accept the job description with the above changes, effective immediately, carried by unanimous vote.

The Board discussed Election Day coverage. It was agreed that Bryan would be there from 8am-11am, Menter from 11am-4:30pm, and Waldron from 4:30 on. The Selectmen’s meeting will take place at 6:00 p.m.

At 8:35 p.m. Bryan made a motion, seconded by Menter, to adjourn. All voted in favor.

Respectfully submitted,

Julie Stevens