

BRENTWOOD BOARD OF SELECTMEN
MINUTES OF 6/3/08

Convened: 6:30 p.m.
Present: David Menter
Kevin Johnston
Jeffrey Bryan
Andrew Artimovich
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.

Bryan made a motion to accept the minutes of the 5/27/08 meeting as written. Motion seconded by Waldron, all voted in favor.

The Board reviewed the notes:

- Payment of John Kennedy's mileage to attend TAC & RPC Committee meetings (to which he was appointed) will be paid from the General Government mileage line item.
- The Board would like to have the deeds researched for "owner unknown" parcels of ½ acre or more.
- The Board would like to have the parcel identified as 222.056.000 in the name of Susan Williamson for .02 acres of land changed to "owner unknown". The tax bill, in the amount of \$1, has been returned and unpaid for years.
- Mike Donahue of Donahue, Tucker, & Ciandella phoned after receiving the letter sent on the Board's behalf. He was very apologetic that the Town is having these issues with the firm. He will speak with his associates and get things moving.
- ServiceLink sent a letter to the Selectmen requesting a link on the Town website. The Board decided not to allow the link.
- A resident on Crawley Falls Road who has a landscaping business was seen hauling in brush and dumping it in his yard. Wayne Robinson, Police Chief, said he spoke with the resident and the brush is not being hauled in from out of town so he is not violating any ordinances.

Kevin Croteau is a tenant at the Fahey Lumber site on Rte 125 and was in during the week to complain that they are not conforming to their site plan. Croteau was present at the meeting and explained that they have put a second story with office space on a building not designated for such use on their site plan. In addition, they have connected 2 buildings together. They have not received a building permit or planning board approval for either of these activities. Gil Tuck and/or Jeff Bryan will visit the site and take photos. If the allegations are indeed true a cease and desist will be issued.

Gil Tuck, Building Inspector, was in with 1 building permit for a duplex to be constructed on Hilltop Lane and Mill Pond Crossing. The Board signed the permit. Tuck also informed the

Board that he spoke with Gary Raymond about the letter that was received last week regarding the venting of the gas fireplaces at the Windsor Meadows condos. Raymond told Tuck that he had done a lot of research on the venting issue back when the condos were being built and even consulted with the State Fire Marshall's office and it was determined that they are allowed to tie in the gas fireplace and gas furnace to the same flue.

Recreation Director Jessica Pimental was in to ask permission to change the wording of the BCC Rental Application to read that a police officer "may" be required when liquor is being served rather than "shall". The Selectmen agreed to the change and asked that Jessica consult with the Police Department if there is an event that she is considering requiring an officer for.

The Board received and opened two Requests for Qualifications for the Crawley Falls Bridge repairs. The RFQs were from Hoyle, Tanner & Associates, Inc. who would be teaming with Stephens Associates Consulting Engineers; and from The Louis Berger Group, Inc. Each Board member received a copy and will review it for discussion at the June 17, 2008 meeting. Julie will check with the NH DOT as their requirements state that a minimum of 3 firms must be selected to provide a proposal and although we did request proposals from 7, we only received 2.

The Board signed the following documents:

- A letter to the condo association at Windsor Meadows regarding the correspondence they received about the venting of the gas fireplaces.
- The participation agreement with Local Government Center.

Wayne Robinson, Road Agent, updated the Board that South Road is almost complete. Bell & Flynn's final price ended up being approximately \$226,400. With the left over money in the warrant article, they would like to shim Block Drive and hot top a 100'x100' area at the highway shed. The highway crew has also used 5 loads of black patch on Rowell Road West and 7 loads on Rowell Road East to do some repair work. The pole for the end of Pickpocket has been ordered. Robinson needs to get his permit from the state renewed before replacing the pole.

The Board reviewed the surveyed plan for the Lindon ball field lot line adjustment which will be presented to the Planning Board on 6/5/08. The Board would like it noted on the plan that the cargo units owned by Judah need to be removed. Otherwise, they agreed that the plan looked good. Glenn Greenwood will review it before the Planning Board meeting.

Julie met with Sheryl Pratt of Plodzick & Sanderson auditing firm to review their findings. Julie summarized them with the Board:

- The Town needs to develop policies for the following: code of ethics, anti-fraud, conducting employee evaluations, computer and internet use, credit card usage, and disaster recovery. *Julie to work on.*
- Receivable & Liability Accounts need to be reconciled monthly. *Julie to get assistance from Cyndi Gillespie with setting this up.*
- Recreation, Ambulance, & Conservation Commission special revenue funds need to be set up in computer. *Julie also to work on with Cyndi.*
- Employee Evaluations need to be given for all employees each year. *Will discuss at department head meeting on June 17th.*

- Fuel inventory needs to be tracked on financial statements and included in fund balance. *Will have Cyndi help set up.* The consumption should be more closely reviewed. *Julie will start a spreadsheet of usage.* Diesel gas cap needs to be more secure. *Highway Dept already working on this.* Should add more security to the area either with lights or cameras. *Highway Dept is planning to fence in the area.* Highway department needs to submit gas logs as the police do. *Julie will send a memo to Highway Dept requesting this.*
- Treasurer needs to start tracking transfers into CDs so they are more easy to follow. *Jon Ellis has started this in '08.* Deputy Treasurer needs to be sure to approve all disbursements. *Jon Ellis will remind her of this.*
- Timesheets should be signed by the employees and signed off on by Department heads. Library should be doing this as well since payroll is being processed through the Town. Library also needs to submit vacation and sick time usage. *Will all be discussed at the Department Head meeting?*
- All credit card purchases need supporting documentation. *Julie will send a memo to all town credit card holders.*
- Town Clerk and recreation department need to adhere to the RSAs on timely deposits. *New recreation director is aware of this as is Town Clerk.*
- The DARE & 4th of July accounts need to either be under the control of the Treasurer, or they need to receive their own EIN numbers. *Julie will send a memo to Randy & Phyllis.*

The Selectmen received a written complaint from the resident, “Cricket”, who lives on South Road next to the new location of Granite Creek Nursery. “Cricket” was present at the meeting to explain the problems she is having. The “beeping” noise from the trucks backing up is very bothersome. The Board explained that according to Town ordinances, they may operate from 7:00 am to 8:00 p.m. She also commented on the trucks entering and exiting Granite Creek using South Road for through trucking. Wayne Robinson, Police Chief, was in attendance and said they will keep an eye on this. Lastly, “Cricket” complained that Granite Creek has exposed the roots of a tree that is on her property. She has asked them to cover the roots back up so the tree won’t die but they have refused to do so. Bryan will take a walk of the property and check out the situation.

At 8:00 p.m. Waldron made a motion, seconded by Artimovich, to adjourn. All voted in favor.

Respectfully submitted,

Julie Stevens