

Board of Selectmen  
Minutes December 13, 2011

Convened: 6:00 pm

Present: Andrew Artimovich, Chairman  
Jeffrey Bryan  
Jane Byrne  
David Menter  
Michael Hubbard

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

Overtime was 2.5 hours for the fire department this pay period.

Jonathan Ellis was in to present the weekly Treasurer's report. Please see last page to view report.

Building Inspector Gil Tuck was in to have the following permits signed:

- RJ Moreau Communities, 1 Balsam Way, new house: signed by Board
- Primax Construction, 437 Rte. 125, install 1000 gallon propane tank and temporary heat: signed by Board
- Bartlett Library, 22 Dalton Road, install suspended ceiling: signed by Board
- William Bloom, 41 Eleanor's Way, install tanks and piping for generator: signed by Board
- Lewis Motor Sales, 317 South Road, install propane tank and gas line: signed by Board
- Doreen's Donuts, 44 Rte. 125, install sign: signed by Board
- Guy Sylvester, 16 Homestead Lane, generator: signed by Board
- Tim Diaz, 6 Parshley Lane, install new stairs and addition: signed by Board

Motion was made by Byrne, 2<sup>nd</sup> by Menter to approve the minutes if 12/6/11. All were in favor.

Two notices have been sent to the landowner of Bobil Trust regarding the construction equipment on Lake Road with no response. Byrne made a motion, 2<sup>nd</sup> by Bryan to have Walter Mitchell's office send a letter to the landowner. All were in favor.

Crawley Falls Bridge is on the NHDOT bridge aid list for fiscal year 2013. The Town can go out to bid prior to town meeting and will be reimbursed 80% of the design costs but cannot be reimbursed for any construction costs until July 2012. Hoyle Tanner would suggest going out to bid now contingent on the appropriation of funds passing at town meeting if the Board wants the construction completed in 2012. If the project does not go out to bid until after town meeting, construction will not begin until June and the bridge will need to be closed the winter of 2012-2013 with the paving of the roadway to be completed in the spring of 2013. Bryan asked Clement to follow up with Hoyle Tanner to see what the Town's costs would be through July 2012 if we go out to bid now and to get an outline of what the \$5000-\$6000 in design costs entails.

Several residents have called with concerns regarding the weight limit on Pine Road. Chief Robinson explained a near accident on Pine Road, which is logged at the PD. Ken Christianson asked about filing an injunction. Bryan said we are still negotiating with the Town of Exeter. Byrne said the Brentwood

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Board has a meeting with Exeter's Board and legal counsel on Friday. Brentwood is also sending letters to the businesses on Pine Road informing them of remedies that may only be requested by landowners. A resident of Pine Road came in and asked if the speed limit could be reduced. Chief Robinson suggested reducing the speed limit to 25mph and put a "narrow intersection" sign. Byrne made a motion, 2<sup>nd</sup> by Hubbard to reduce the speed limit on Pine Road to 25mph at the recommendation of the police chief, effective immediately with high visibility patrols. All were in favor.

Kevin Lemoine was present to discuss the expenditures from the ambulance revolving fund for 2013. The revolving fund is not appropriated by tax payer monies. The fund balance as of 10/31/11 was \$219000 and \$95000 is expected in 2012.

The Physio Control Lifepaks will not be warrantied after 2013. The cost is \$32000 for one. Lemoine budgeted to purchase one in 2012 and the other in 2013. Bryan asked how many calls were to the county. Lemoine estimated 100 annually. Hubbard asked how much revenue is earned per call. Lemoine said \$700-\$800 per call but they do not collect that for every call, only collect for about half. Hubbard asked if half the money is left on the table why they do not invest more in collections. Artimovich said because the majority of the calls are residents and they pay for the services in their taxes. Hubbard agreed that residents should not be billed for ambulance services.

Artimovich questioned the training expenses. Lemoine said the cost in the fire budget is the salary to attend the classes and the costs in the ambulance fund is the cost of the programs for medical training. Menter said money was added to cover the increase of calls.

Byrne asked why they were looking at the budget for the revolving fund when they do not review anything for the recreation revolving fund. Artimovich said they sign off on recreation expenses every week and this is something new. Lemoine said they have always had a budget. This is showing a lot more expenses because of standby pay, the equipment purchase, and the \$25000 towards a new ambulance.

Hubbard said the ambulance fund generates approximately \$95000 and expected expenses are \$133000. The fund is operating negative about \$30000. Lemoine said it all depends on the fund balance at the end of December. If he does not have the money, he will hold off on purchasing the equipment which is \$32000. Lemoine would like to create a line item for the purchase of a new ambulance in 2013. Lemoine suggested moving \$175000 from the fund balance and move it to the ambulance line. If \$25000 is added in 2012, Lemoine would have \$200000 available for the new ambulance.

Bryan commented that he would like to reduce overtime for the full time firefighter. Lemoine said if they change the policy, they do not have to pay overtime for training. Clement said you can pay them straight time up to 53 hours. Byrne asked Clement to look into that further. Bryan asked why cell phone stipends are budgeted for when they just bought all new digital radios. Lemoine said they got some radios on a grant a couple of years ago but they were not digital.

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Bryan asked if Brentwood needs a \$400000 fire department (budget between fire and ambulance revolving fund). Lemoine said that is relative to other towns similar in size. Bryan made a motion, 2<sup>nd</sup> by Byrne to approve the ambulance revolving fund budget of \$108403. Bryan, Byrne, Artimovich, and Menter were in favor. Hubbard was opposed because the revenue is less than the anticipated expenses.

Engine 2 is out of service and will need to be repaired. Lemoine also wanted to let the Board know that several call guys will be unavailable to attend funerals for 2 local firefighters that have passed away recently.

Lemoine requested that the minutes reflect the increase he budgeted for in his stipend on the fire budget was not asking for a raise. He was budgeting for the true amount of hours spent at the station. His current stipend budgets for 9 hours per week, and Lemoine currently works 30 hours a week on average. Menter asked if there was an hourly rate. Lemoine said yes and is budgeted for 9 hours a week.

Dave Smith was present to follow up on the relocation of the driveway in Barnett Woods. Hubbard made a motion, 2<sup>nd</sup> by Byrne to allow occupancy permits. All were in favor.

The board discussed revising the hiring policy and adopting a nepotism policy to be added to the employee handbook. The current hiring policy and a template for the nepotism policy provided by LGC were reviewed.

Menter said the way the hiring policy reads now, part timers and residents have preference over qualified candidates that live out of town. He does not think that is right. Bryan reads the hiring policy, which has not been updated since 1997 and is available in the Selectmen's office. Artimovich suggested that the job be posted in house, in town, and publicly in the newspaper and online simultaneously until the position is filled. The most qualified person should continue through the process regardless if they are a resident or not. Hiring residents is great, but the most qualified person should ultimately get the job. Clement will revise the policy and present the proposed changes next week.

Byrne asked what brought on the need for a nepotism policy. Bryan said it has been discussed off and on for several years. Byrne said she did not recall reading in the minutes that it was an issue. Artimovich said most businesses have a nepotism policy today. Phyllis Thompson asked the Board why they think this is needed as it is the character of a New England Town. Stevens asked if this was a problem currently. Menter said there is a moral problem and this may help. Artimovich said they were discussing having a department head directly responsible for a relative. Bryan reads the template nepotism policy, which is available in the Selectmen's office. Hubbard said this policy should include all employees because an employee may start part time and then move to full time. Once they were full time they may be in a situation where a relative was a supervisor. If this policy is adopted, it would not affect current employees working in the same department as a relative but those employees could not

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be promoted to a position in which their direct supervisor would be a relative (as defined within the policy) unless the Selectmen approved it. Bryan said the Board would have grounds to deny that promotion but do not have to. Byrne said there was no need in a small town; Artimovich responded by saying it is needed more in a small town because you work much closer with the department heads. The Board will discuss who this policy will include (i.e. full time, part time, or all employees) next week and decide where it should be placed within the handbook.

A resident that lives on Rte. 125 was in to discuss the increase of accidents on Rte. 125 in the past month. Bryan asked if it was a passing zone. Sarah said the speed limit is 55mph and most accidents are people turning left and someone passing on the right over the white line. Robinson will follow up with Doug Deporter, NHDOT about the number of accidents and ask Troop A to increase enforcement of speed limit on Rte. 125. Byrne suggested a letter be drafted to Deporter from Clement on behalf of the Board. Artimovich suggested the planning board consider added a turn lane if there are any site improvements on that stretch of Rte. 125.

Bryan made a motion, 2<sup>nd</sup> by Menter to sign the Equalization Data Sheet at Jim Michaud's recommendation. All were in favor. The town's average assessed value is 2.3% over market value.

Bryan made a motion, 2<sup>nd</sup> by Menter to sign an intent to cut for 317 South Road. All were in favor.

Menter made a motion, 2<sup>nd</sup> by Bryan to sign the permit for Dragon Mosquito. All were in favor.

The Board received an email from a resident thanking Chief Robinson for an exceptional job. Robinson said that was on Haigh Road. There a few trees that need to be cut back but he needs a bucket truck. Artimovich said if it will cost the town money get 3 bids. Robinson also mentioned that people have moved into Balsam Way but the street signs are not up yet. Gil Tuck is looking into that. Robinson also asked if the plan called for guardrails by the fire hydrant. Clement will follow up with Kathy in the planning board office to see what the site plan requires.

Artimovich made a motion, 2<sup>nd</sup> by Bryan to have mandatory patrol on Pine Road when students are coming in and getting out of school. All were in favor.

Duane also mentioned the garbage by the army store on Rte. 125. Clement will find out who the owner is and the Board will discuss further action next week.

Motion to adjourn at 7:50pm made by Byrne, 2<sup>nd</sup> by Bryan; all were in favor.

Respectfully submitted,

Karen Clement

## WEEKLY TREASURER'S REPORT

Date: December 13, 2011

### Citizens General Fund:

Previous Balance:	5,437.03		
Deposits:	438,219.65		
Payroll:	11,706.76	DD: 7279.65	CK: 4427.11
FICA:	2,880.98		
A/P: Regular	512,680.18	A/P Detail	County:
Non-A/P			\$480,837
to Impact Fees			
From MMA	90,000.00		
TO MMA			
Account Balance:	6,388.76		
Interest Earned YTD:	113.41		

<b>CD's:</b>	Unrestricted	
	Balance:	-
	Unrestricted	
<b>MMA:</b>	Balance:	1,433,457.87
	Total Invested	
	Funds:	1,433,457.87
	Interest Earned YTD:	1,693.23