

Board of Selectmen  
Minutes March 6, 2012

Convened: 6:00 pm

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

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

There was 14 hours overtime in the fire department and 3 in the police department this pay period.

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

Byrne said at the school board meeting last night, they asked if the school payments could be made via wire transfer. Ellis said a wire transfer is \$100 per transfer, which is why they have not done it this way.

Bryan made a motion, 2<sup>nd</sup> by Menter to approve the minutes of 2/28/12. All were in favor.

NHDES found a permit for Limited Public Solid Waste Transfer Station/ Recycling Facility for the town that was filed in 2000. Clement updated it to note that we now accept white goods and completed the 2011 Annual Facility Report. Menter made a motion, 2<sup>nd</sup> by Artimovich to send Robinson and Demeritt to operator trainer. All were in favor.

Bryan made a motion, 2<sup>nd</sup> by Byrne to have Artimovich sign the memorandum of understanding with NHDRMosaic Project per Jim Michaud's recommendation. All were in favor.

Richard Chamberlain was present to discuss the warrant articles for town meeting. Article 2 (operating budget) and 6 (FD computers) have a difference between the BOS and budget committee. Artimovich said the board will move the BOS budget and someone from the floor would need to make an amendment for the budget committee budget. Bryan said the budget committee had discussed the FD need for computers and feel that with the current price of desktop computers the \$2000 recommended amount by the budget committee would be sufficient. Articles 11, 12, and 13 are to begin new capital reserve accounts. Articles 12 and 13 are for the addition to the highway shed and construction of a building for salt and sand storage. Current proposals are approximately \$180,000 each. Each CR fund would need to be funded for 3-4 years to cover all construction costs. Chamberlain asked why article 14 for the PD grant needed to be on the warrant if it is 100% reimbursable. Artimovich said the town needs to appropriate the money in order to expend it. Articles 15-17 are petition warrant articles and are advisory only. Chamberlain said Doug Cowie will be the assistant moderator and legal counsel will be present. Chamberlain also asked what the board's sense on SB2 was. Bryan said he thought it would be close but defeated. Lastly, Chamberlain asked if there was anything controversial to be expected. The board said no.

Chief Robinson was present to discuss his 2011 budget and a few policies that the department wants to adopt regarding billing and complaints. The board would like to review these further and will discuss them next week.

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Robinson said that Chief Lemoine is checking serial numbers for the missing portable. After that is complete, Lemoine will have some names for the detective to question. At this time, the portable is not stolen but missing. Menter said they can't file an insurance claim until a police report had been filed.

Robinson said that on 12/1/11 he received a budget report with \$43623.12 remaining. On 12/20/11 he got another report with \$8788.98 left. Robinson said he thought most of his bills had been paid out and the last week of salaries would be paid in 2012 based on pay date not pay period. Artimovich asked if the PD keeps track of all the money spent throughout the year. Belanger said they get a budget report monthly. Artimovich said it is like a checkbook, you do not always rely on what the bank says. Belanger said NHRS increased \$4900 in July and that was not appropriated for. Menter said there was not enough money budgeted for retirement. Belanger said those figures changed 7/1/11 and they did not have that information available to them at budget time. Robinson said vehicle fuel took a hit at the end of December. Clement said December fuel was posted in January which accounts for about \$3000 of the overage. Byrne asked if the bills get paid in a timely manner once they are submitted. Clement said yes. Hubbard said if you look at the November budget there was \$90,000 left. On December 1<sup>st</sup>, there was \$43,000 which tells you that the average budget is \$50,000 per month which would indicate a shortage. Byrne said they should not be telling a department head they are over budget in March for a budget that ended in December. Hubbard said the Chief should have told the board. Artimovich said that was a breakdown in communication as the board was not aware of the issue until the town report was printed. Bryan said the last report that the board saw, there was \$800 left otherwise they would have had this conversation sooner. Clement will send Belanger a detail account inquiry showing all expenses out of each line item going forward to prevent this from happening again in 2012.

Robinson said fuel may go up to \$5 per gallon. Byrne said they are under budgeted based on price per gallon. Hubbard asked how they handle that. Byrne said we go to town meeting and ask to amend the budget by "x" for the purpose of fuel. Bryan said none of the fuel lines were cut. Artimovich said they cut 1 patrol time shift which will reduce the fuel costs.

Lt. Roy presented a Citizens Complaint Form that the department would like NED to use to submit a formal complaint in writing. Once the Chief receives the form, he would handle the issue or designate an officer. Roy also mentioned that the department does not recognize a delayed opening. The department requires 1 hour notice for all cancellations, for any other detail vendor the requirement is 2 hours. Sergeant Wood said they have made a special exception for NED for the 1 hour but the expectations policy that was sent by NED after the 2/14/12 meeting specifies ½ hour minimum. Roy said there is a policy in place for the detail officer to make a courtesy call one hour before the opening is scheduled. Wood said that NED is asking for an officer to stay on site for the 4 hour minimum even if the track is closed. Roy specified that is a fair request as long as a member of NED staff is onsite.

Roy said the department had many concerns after the 2/14/12 meeting with NED. Roy said the meeting sounded like the selectmen were on board with NED believing that what they said was accurate. Hubbard said the chief was at that meeting and that all parties were represented. Wood said none of those complaints were logged and that much of what was said at that meeting was hearsay. Roy asked that if the Board were to go over to NED to check on the officers; that they also go over on nights that Epping is working a detail. That will allow the Board to see the difference of what is expected from the officers of both towns. Wood said the department had submitted a letter in response to the 2/14/12 meeting and would like that to be public record. Menter made a motion, 2<sup>nd</sup>

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by Byrne to include that communication from the police department in the minutes of 3/6/12. All were in favor.

Artimovich asked Robinson if he had any updates for the highway department. Robinson said he had a few breakdowns during the last storm. Also, one of the wings on his plow fell off. That was repaired but he has not received the bill yet. Clement said she got calls about 3 mailboxes that were knocked down and wanted to make sure she was clear on the policy that the town is not liable for any mailboxes; no exceptions. The board said yes.

The 6th grade has to do 15 hours of community service. Clement received a call to see if a few students could do a bake sale at the town meeting and donate the money to a local organization. Artimovich made a motion, 2<sup>nd</sup> by Bryan to allow the bake sale. All were in favor.

Byrne said that Phyllis is working on a grant application and will be in to see the board next week to discuss it further.

Duane asked if the highway department could keep the scrap metal money in a separate account to be used for a new dumpster for recycling. Artimovich said to check with Jonathan as it would need to be a revolving account approved by town meeting. Duane also suggested charging for stickers to be able to dump at the shed. Bryan said that was a good idea but would require hiring someone to enforce it.

Motion to adjourn at 7:20 pm made by Hubbard, 2<sup>nd</sup> by Menter; all were in favor.

Respectfully submitted,

Karen Clement

### WEEKLY TREASURER'S REPORT

Date: March 6, 2012

**Citizens General Fund:**

Previous Balance:	7,752.34		
Deposits:	32,013.84		
Payroll:	23,517.11	DD: 9153.58	CK: 14363.53
FICA:	6,149.42		
A/P: Regular	36,160.83		
Non A/P to Impact Fees From MMA	31,000.00		
TO MMA			
Account Balance:	4,938.82		
Interest Earned YTD:	10.75		

CD's:	Unrestricted	
	Balance:	-
	Unrestricted	
MMA:	Balance:	2,605,339.81
	Total Invested	
	Funds:	2,605,339.81
	Interest Earned YTD:	233.69



Wayne M. Robinson  
Chief of Police

## Brentwood Police Department

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David M. Roy  
Lieutenant

February 28, 2012

Town of Brentwood  
Board of Selectmen  
1 Dalton Road  
Brentwood NH 03833

At the February 14<sup>th</sup> Board meeting members met with New England Dragway track manager Joe Lombardo to discuss the issuance of a permit at which time information was relayed by Joe Lombardo pertaining to the Police Details conducted at New England Dragway. After reviewing the tape, minutes and discussing with my personnel some of the information provided to the board is inaccurate.

1. The Town of Brentwood Board discussed previously the "Policy for Brentwood police Detail at New England Dragway" drafted by New England Dragway and determined at an executive session meeting that those guidelines would not be implemented. A procedure was drafted and detail officers were advised of this via an e-mail dated 07/11/2011. Joe Lombardo was advised of this and a copy of the procedure provided to him. I would like to remind the board that any guidelines to be followed should be no different than those that the Epping officers follow. In addition per NH RSA's the Chief of Police decides what the officers will do.
2. Joe Lombardo referenced complaints pertaining to officer conduct at the February 14<sup>th</sup> meeting. Those complaints had previously been addressed. No formal complaints have been made by since that time. I have advised Joe Lombardo that in the future should there be any complaints in reference to details being conducted at New England Dragway to contact me directly. All officers have been reminded of the instructions previously provided.
3. To clarify officers are not putting in for travel time. In the past there have been multiple items that would account for differences in time. Some examples are: Officers are preparing equipment for detail at NED, since these occurred officers have been instructed to punch in first so that time slips agree with punch in times on file with NED. No punch in cards available, an arrest is conducted on NED property after the officer has punched out. Officers punching in Officers have been instructed to not punch in early at NED to punch in at the scheduled time. Track management instructing officers to leave and come back although they were scheduled to be on site.

4. It was indicated that “like clockwork” officers are in certain areas. In a letter sent over previously it was requested by NED personnel officers be in the parking lot for certain periods of time. One hour before and one hour after.
5. A photo of an officer taken alleging the officer was texting and not conducting traffic control. No date or race was indicated. Officers communicate in several ways with other detail officers on site or at times with the duty unit while conducting details at New England Dragway: phone, radio or texting.
6. Joe Lombardo alleges an officer was sleeping. That officer was questioned and I determined it to be unfounded.
7. Formal complaints from New England Dragway pertaining to details being conducted are to be brought to my attention. I have instructed Joe Lombardo to contact me via phone as soon as possible. A log of the complaint will be made an investigation in to the matter will be conducted and if once the investigation is concluded a determination of any disciplinary action is necessary NED will be advised that the matter has been investigated. No information pertaining to disciplinary matters will be discussed with NED personnel. Any disciplinary documentation will be delivered to the board of selectmen for the “official personal files”.
8. Currently the Town of Brentwood has a detail billing policy the board indicated that NED will be billed seven days from any detail being conducted. This policy would need to be revised.
9. A brief discussion took place during the course of a public meeting pertaining to allegations made by NED. Officers employed by this agency are conducting themselves professionally and appropriately.
10. “Officers are not conducting traffic control at entrances and exits”. Traffic may back up when directing traffic in or out of NED as one lane is instructed to stop so the other lane can continue on.
11. “Sitting in the lot when a vehicle was stolen”. Officers are present in multiple areas of NED in an effort to deter crime. I am evaluating if more man power is necessary in the future.
12. “Officers are just sitting in the parking lot not doing anything”. Officers sit in the cruiser in the parking lot at the end of a race to deter noise violations, reckless operation, ect. The presence of an officer most times is a deterrent to those issues.

13. As a reminder to the board the track has until one hour prior to the scheduled start time to cancel a detail officer and avoid a four hour minimum charge. This agency does not recognize a delayed opening.

If the board would like to discuss this letter further please place myself on the Selectmen's agenda for the next meeting.

Thank you,

A handwritten signature in cursive script that reads "Wayne M. Robinson".

Chief of Police