

Board of Selectmen
Minutes May 19 2015

Convened at 6:00 pm

Present: Ken Christiansen, Chairman
Jane Byrne
Jeffrey Bryan
Andrew Artimovich
Robert Mantegari

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

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

Building Inspector, Kip Kaiser, had the following building permits to be signed this week:

- Nordins LLC, 67 Rte. 27, plumbing permit: signed by Board.

Bryan made a motion, 2nd by Byrne to approve the public minutes of 05/12/2015 as written. The motion carried with Artimovich and Mantegari abstaining as they were not present.

Artimovich made a motion, 2nd by Mantegari to approve the public minutes of 05/05/2015 as written. The motion carried with Bryan abstaining as he was not present.

Clement said the officers saw a physician to get cleared for duty after the incident. Clement asked if the board wanted to offer a follow up session now that it has been a year. Bryan made a motion, 2nd by Artimovich to offer a follow up session to police and fire employees at no cost to the employee. All were in favor.

Clement said Margaret Dullea and she had interviewed candidates for the rental coordinator and would recommend hiring Alicia O'Brien. Byrne made a motion, 2nd by Mantegari to hire O'Brien contingent on a satisfactory criminal background and medical screen. All were in favor.

Byrne said the tractor trailers traveling Pine Road to Middle Road seem to be more frequent. Bryan said they are mostly coming from NEI. Bryan suggested a letter to the business owners asking them to curtail heavy truck traffic especially after 5pm. Bryan made a motion, 2nd by Mantegari to contact NHDOT and encourage them to post 111A in the spring during the thaw. All were in favor.

Department Head Meeting

Fire Department, Kevin Lemoine

Lemoine said they have the contract ready to sign for the new engine. Once that is signed the lease purchase will need to be signed by the board. The engine should be delivered within 270 days from the contract date. The ladders on rescue 2 failed. Lemoine said that will be going out of service when the new engine arrives. Stand by will be starting this weekend and they are still working on a per diem agreement with neighboring towns. Oral boards were conducted last week and Lemoine would recommend Albert Kozacka for the full time firefighter. He needs to get a CPAP, physical and ladder test which Lemoine does not foresee as a problem. Bryan made a motion, 2nd by Artimovich to hire Kozacka as a full time firefighter. All were in favor. Lemoine recommended starting at grade 10, step 2 and then a 3% increase when his probationary period is complete. Lemoine also recommends waiving his criminal background check as that

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was completed before Kozacka moved into the station last year. Bryan made a motion, 2nd by Artimovich in agreement with Lemoine's recommendation on wage and criminal history. All were in favor.

Town Clerk/Tax Collector, Phyllis Thompson

Governor Hassan declared May 3-9th as Municipal Clerk's Week. The Board of Selectmen recognized Phyllis Thompson for her years of service as Town Clerk. Mantegari read the Governor's Proclamation and Christiansen presented Thompson with flowers and thanked her for her hard work and dedication. The Town of Brentwood is lucky to have such a wonderful staff in the Town Clerk's office!

Thompson said all of the tax bills have been sent out and are due July 1st. The new deputy is doing well and is well liked in the office and community. Tomorrow the office will be closed to attend the seacoast regional workshop.

Police Department, Wayne Robinson

Robinson said that the trip to Washington was good. They were in full uniform for the candle light vigil and memorial service. The overtime line is over but will balance out once the new full timers start in June. The bottom line budget is in good shape. Vehicle repairs are on track unless the Dodge Charger has issues. Artimovich suggested limiting its time in the road. The new cruiser will be delivered in 2 weeks.

Highway, Wayne Robinson

Robinson said the shoulder box has been delivered. Robinson will be paving the Fremont side of South Road and reclaiming Shannon Way. He will also be doing some crack sealing throughout town. Bryan said Unitil needs to be contacted now that the road has thawed to repair the cut by the bridge on Pine Road. The shoulder on the east side of Pine Road also needs to be compacted. Robinson said the new part timer, Dave Devenish, started yesterday and was doing well.

Recreation, Margaret Dullea

Dullea said the building was recently cleaned and looks great. The building rentals continue to be steady. The fields are in good shape and there are 5 groups currently renting field time from the town. The next community event is coming up in June. They are having a movie night and will be seeking donations in an effort to offer the event to residents at no charge.

Planning Board, Bruce Stevens

Stevens said they are continuing their work on the storm water management grant to update the storm water plan and zoning ordinances. Any proposed changes will be voted on in March.

Library, Marc Wilson

Wilson said they have had 7200 patrons since January. The basement is ready for inspection to obtain a certificate of occupancy. The summer reading program will be themed "Every Hero has a Story".

Emergency Management, Rick Murphy

The dates for the Seabrook Station practice and graded drill were reviewed. This year will be pipes and pumps. Murphy said they are working on updating the emergency response plan and will be looking to adopt the state's plan. They will apply for a grant 1st quarter of 2016 to help absorb the costs of the plan updates. Murphy is also looking to order 3 season jackets for him and deputy EMD, Paul McFarland, to be worn on scene.

The department head meeting closed at this time.

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Clement said NH DES requested to ACH our grant funds. Bryan made a motion, 2nd by Mantegari to authorize Ellis to complete the necessary paperwork to process the ACH. All were in favor.

The library is requesting \$535.95 from impact fees to cover the cost of the fire system upgrades needed to get an occupancy permit for the downstairs. Byrne made a motion, 2nd by Mantegari to approve \$535.95 out of library impact fees for this purpose. All were in favor.

Bryan made a motion, 2nd by Byrne to sign the revised first issue 2015 tax warrant. All were in favor.

Bryan made a motion, 2nd by Byrne to abate \$1265 as they are nontaxable property. All were in favor.

Bryan made a motion, 2nd by Mantegari to approve the contract with SBM for the new copier at the town office. All were in favor.

Byrne made a motion, 2nd by Bryan to try and bring on Pinard and out of Northside Carting's contract effective June 1st. All were in favor.

Bryan asked if they were going to discuss Clement's salary. Christiansen said yes. Clement suggested one week of earned time for 2015 and then a more significant increase for 2016 and 2017 to get to the average compensation of a town administrator. Bryan said he reviewed the comparable and the comparison was accurate, meaning those towns of similar size and service. Clement said the majority of those towns also have a full or part time administrative position to assist with duties in addition to a bookkeeper or finance person. Bryan said a large increase would not pass the budget committee. Byrne said they have to make an effort to get to a comparable wage. Clement said her current wage is not even in the range of other administrators and each year they get about 3% increase. Christiansen said retention is very important. Artimovich said perhaps they need to consider a contract for this position that would lay out a plan to get the wage to where it needs to be. Artimovich made a motion, 2nd by Mantegari to approve 40 hours of earned time be added to Clement's paid time off bank. All were in favor.

Bryan said budget committee would like to see an estimate of where the 2016 budget will be. The board discussed whether a COLA should be offered. Artimovich said he did not believe in an automatic increase. Byrne said it is a cost of living increase to compensate for inflation, it should not be considered an automatic raise. Artimovich said they should offer merit increases based on performance. Mantegari and Bryan agreed. Mantegari made a motion, 2nd by Byrne to offer a merit increase and no COLA for 2016. All were in favor.

Bryan said we should ask Robinson to get an estimate for the concrete curbing at the town office and BRC.

Motion to adjourn at 7:17 pm made by Bryan, 2nd by Byrne; all were in favor.

Respectfully submitted,

Karen Clement

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WEEKLY TREASURER'S REPORT				
DATE:			5/19/2015	
Citizens General Fund:				
	Previous Balance:		21,322.25	
	Deposits:		63,881.48	
	Payroll:		14,334.87	DD: 10,109.66 CKS: 4,225.21
	FICA:		4,063.48	
	to Impact Fees			
	A/P: Regular		189,017.81	Swasey: \$180,000
	From MMA		135,000.00	
	TO MMA		-	
	Account Balance:		12,787.57	
	Interest Earned YTD:		7.56	
CD's:	Unrestricted Balance:		-	
MMA:	Unrestricted Balance:		918,296.60	
	Total Invested Funds:		918,296.60	
	Interest Earned YTD:		2,871.64	