

Board of Selectmen
Minutes October 23, 2012

Convened: 6:00 pm

Present: Andrew Artimovich, Chairman
Jane Byrne
Michael Hubbard
Ken Christiansen

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

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:

- Pete Upsom, 19 Gordon Road, bump out in kitchen: signed by Board
- John Price, 32 Birch Circle, gas generator: signed by Board
- Josh Bertoulin, 5 Lyford Lane, interior renovations: signed by Board
- RJ Moreau, 20 Autumn Lane (Lot J), new house: signed by Board
- Bruce Stevens, 84 South Road, accessory unit: signed by Board.

Christiansen made a motion, 2nd by Hubbard to approve the public minutes of 10/16/12. All were in favor.

Clement said the DRA has received all the town and school forms to set the tax rate. We are just waiting for a date.

Clement said 2012 town medical costs were \$10873.42 and in 2013 is \$11760.69. If the town were to up their contribution to 80% the difference would be an additional \$683.37 which would be offset by the LGC holiday contribution. Clement said the holiday contribution in December is \$6659.03 of that 21.2% is the employee's portion and the remaining is the towns. Hubbard asked what the town's percentage of the total that LGC is returning. Clement said it is very small about .02% as it is based on the number of dollars contributed as a percentage of the entire risk pool. Clement said if the town was to increase their contribution 5%; it would keep the employee's contribution level. Clement said the increase would be justified by the holiday contribution and if the town agreed to contribute 80% it would be for 2013 only. Artimovich said historically the employees would have received some money back and any other surplus would have gone back to the general fund. Artimovich suggested waiting until there was a full board to decide if they wanted to increase the town's contribution to 80%.

Clement calculated out the total employee portion of the holiday contribution to be returned in December which amounts to \$1411.71. The board agreed on the distribution figures.

The board reviewed the following budgets:

Planning Board, Bruce Stevens

Stevens is presenting \$10,000 for long range planning to update the methodology for the impact fee ordinance. The update will be contracted out to Bruce Mayberry to ensure that the methodology adopted is defensible should it be challenged. Dianne Vosgien was present as a representative from the school board to discuss the potential of cost sharing. Vosgien asked where the money goes. Artimovich said annually the treasurer sends a check to the SAU office. Stevens estimates the school cost to be \$5000-\$6500. Vosgien said she will bring this up at the school board meeting on the 5th but thinks they will be agreeable as they see a great return. Vosgien leaves at this time.

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Stevens continued to present the remaining budget lines. Salary is up 2% for COLA, taxes and retirement rates were adjusted based on the salary figure. Health insurance was increased to reflect the 2013 rates. All other line items remain level funded with the exception of the annual RPC dues. That line item was reduced \$400. The bottom line budget is up 1% if the \$10000 long range planning was removed. With that line item, it increases the bottom line 12%. The long range planning line will be reduced once a formal school board vote occurs to agree to cost share. Artimovich suggested tabling this budget until the final figures are received for the impact fee update. The others agreed.

Stevens distributed information for Plan NH. He will be submitting a warrant article for the \$5000 application fee.

Cemetery, Albert Belanger

Belanger increased wages 2% COLA and taxes accordingly. Vehicle fuel was increased \$50. Electric and land maintenance is level funded. The board discussed balances in the cemetery trust funds. Belanger explained that \$200 from the sale of a cemetery lot is used for the maintenance of the lot. Artimovich said that ½ of the wages are reimbursed from the maintenance funds. Belanger explained that the funds in the perpetual care fund cannot be expended, only the interest earned on those funds. He said there is a process called cy pres that would allow the town to petition the court for use of those funds but even if it were granted the cemetery trustees would not change current practices. Artimovich said the legal fees to file the cy pres would outweigh the benefit. Hubbard made a motion, 2nd by Christiansen to approve the cemetery budget of \$7764. All were in favor.

Finance, Karen Clement

Clement budgeted a 2% COLA for the treasurer and COLA with a 2% merit increase for the bookkeeper. The trust fund bookkeeper is increased to \$5000. That is the management fee to Mackensen for overseeing the trust funds and the fee is determined as 0.5% of the fund balance. Clement said the fee is offset by the interest earned but still needs to be appropriated because they are not authorized to make the deduction from capital reserve funds. Artimovich asked what the revenue was. Clement said she could follow up with Avant as she reconciles those accounts. The audit expense was increased to \$16000 for the annual audit, \$5000 for a single audit as required for grant funds received greater than \$500,000, and \$3150 for gasb 45 compliance. Clement said 80% of the single audit is reimbursable through the state bridge aid program as part of the grant funds. Hubbard asked if we should go out to bid to reduce costs. Clement said she did not think costs would be reduced initially as Plodzick has a baseline and the new company would need to start from scratch. Hubbard asked that Clement call Plodzick to see if there is anything they can do to reduce the estimate. Artimovich said \$16000 to audit a \$5million is not a lot of money. Clement will follow up with Plodzick and the board will continue this discussion next week.

Assessing, Karen Clement

Clement said the utility update will be level funded at \$6000 but added an additional \$3000 for Sancoucy's portion of defending the Fairpoint appeal. He estimates his cost not to exceed \$3000. Clement said Jim Michaud's contract is level funded for his monthly fee; he is not asking for mileage reimbursement again in 2013. Clement did budget an additional \$1000 should any abatement appeals be filed with the BTLA. Clement presented the 2013 contract for Cartographics to update the town maps. The cost is \$3100 plus \$4.00 per 11X17, generally \$3150 annually. There was also an option for aerials to update new structures. Christiansen made a motion, 2nd by Hubbard to sign the

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Cartographics contract for the town map update only. All were in favor. Hubbard made a motion, 2nd by Byrne to approve the assessing budget at \$31201. All were in favor.

ZBA, Karen Clement

Clement said the ZBA budget is level funded with 2012. Hubbard made a motion, 2nd by Christiansen to approve the ZBA budget of \$939; all were in favor.

Dave Witham from Primex is coming out in November to help us get ready for the DOL safety inspection.

A part time officer works full time in another agency and will be taking his physical exam in January. He wants to take one physical at the physician's office and have the physician provide evidence he is fit for duty to Brentwood at the same time he will get his physical for the other town. Artimovich made a motion, 2nd by Hubbard for this officer to take their physical with another town and provide evidence they are fit for duty to Brentwood. All were in favor.

Phyllis Thompson, Town Clerk has requested an extra officer be present at election for traffic control. Robinson said that was not a problem. Artimovich suggested asking the state for a message board to put at the top of the hill.

Robinson said he was getting a Humvee from a state auction with only 500 miles on it. They are required to keep it for one year and then they can sell it if they choose.

Margaret Dullea, Recreation Director is requesting to increase rental fees of the BRC for a 6 hour block on the weekend from \$300 to \$400 and \$200 to \$250 during the weekday. There will still be a 50% discount to residents. The increase is to offset the additional cleaning and maintenance costs due to the increased use of the building. There will also be a \$60 option for have renters to elect to pay to the facility cleaned instead of cleaning up after themselves. Byrne made a motion, 2nd by Hubbard to increase rental fees of the BRC for a 6 hour block to \$400 weekend and \$250 weekday with the \$60 cleanup option. All were in favor.

Hubbard made a motion, 2nd by Christiansen for Artimovich to sign the LGC renewal for the flexible spending program. All were in favor.

The board discussed the RFP for the addition to the highway shed and requested no changes.

Clement mentioned that Christmas Day was a Tuesday and asked if Christmas Eve could be a paid holiday. Artimovich asked Clement to see what it would cost for police and fire and the board will vote on it next week. Clement estimated the cost to be about \$180 for each of the officers but will bring actual numbers next week.

Motion to adjourn at 8:15 pm made by Christiansen, 2nd by Hubbard; all were in favor.

Respectfully submitted,

Karen Clement

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| WEEKLY TREASURER'S REPORT | | | | |
|-------------------------------|-----------------------|--------------|------------------|-------------|
| Date: | October 23, 2012 | | | |
| Citizens General Fund: | | | | |
| | Previous Balance: | 5,681.99 | | |
| | Deposits: | 66,194.81 | | |
| | Payroll: | 12,338.44 | DD: 7054.62 | CK: 5283.82 |
| | FICA: | 2,897.81 | | |
| | A/P: Regular | 206,682.65 | Swasey \$175,000 | |
| | voided check | | | |
| | to Impact Fees | | | |
| | From MMA | 160,000.00 | | |
| | Fica error 8/3/12 | | | |
| | TO MMA | | | |
| | Account Balance: | 9,957.90 | | |
| | Interest Earned YTD: | 74.30 | | |
| | | | | |
| | | | | |
| CD's: | Unrestricted Balance: | - | | |
| MMA: | Unrestricted Balance: | 1,192,814.03 | | |
| | Total Invested Funds: | 1,192,814.03 | | |
| | Interest Earned YTD: | 707.91 | | |
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