

Board of Selectmen  
Minutes November 01, 2017

Convened at 6:00 pm

Present: Ken Christiansen, Chair  
Jeffrey Bryan  
David Menter

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.

Bryan made a motion, 2nd by Menter to approve the public minutes of 10/24/2017 as written. All were in favor.

Bryan made a motion, 2nd by Menter to approve the nonpublic minutes of 10/24/2017 as written. All were in favor.

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

- Andrew Giaquinta, 75 Dudley Road, generator: signed by Board.

There was a memo in the mail from Phyllis Thompson requesting permission to insert a memo regarding dog licenses in with the tax bills as allowed by RSA. Bryan made a motion, 2<sup>nd</sup> by Menter to approve the mailing of the memo per Thompson's recommendation. All were in favor.

#### Town Clerk

Phyllis Thompson and Daphne Woss were present to discuss the town clerk's budget. The budget is decreased due to Thompson's retirement. Bryan made a motion, 2<sup>nd</sup> by Menter to approve the town clerk's budget of \$59,232. All were in favor.

#### Tax Collector

Phyllis Thompson and Daphne Woss were present to discuss the tax collector's budget. The budget is decreased due to Thompson's retirement. Bryan made a motion, 2<sup>nd</sup> by Menter to approve the tax collector's budget of \$55,532. All were in favor.

#### Cemetery

Brad Stevens, Albert Belanger, and Joyce Keegal were present to discuss the cemetery budget. Bryan made a motion, 2<sup>nd</sup> by Menter to open the budget for discussion. All were in favor. The line items are level funded with the exception of salary. The salary requested is a merit increase plus 2 additional hours per week, increasing from 4 to 6. The board will table the vote as Menter is a cemetery trustee.

Stevens said the trustees are considering a warrant article to replace the well at the Tonry. The cost is \$6-15K, but Keegal is working on obtaining 3 quotes.

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Planning Board

Kathy St. Hilaire was present to discuss the planning board budget. She is requesting a merit increase. The long range planning line is increased slightly to include the 3<sup>rd</sup> year of the surface water sampling, which conservation commission is matching. All other items are level funded. Bryan made a motion, 2<sup>nd</sup> by Menter to approve the planning board budget of \$107,748. All were in favor.

ZBA

Kathy St. Hilaire was present to discuss the ZBA budget. The budget is level funded. Bryan made a motion, 2<sup>nd</sup> by Menter to approve the ZBA budget of \$1,377. The motion carried with Christiansen abstaining as he is a member of ZBA.

Joint Loss

Kip Kaiser was present to discuss the JLMC budget. The \$240 is for replacement pads to the AED's. The cost of training is absorbed in the respective department's budgets. One dollar was added to the wages line in the event staff needed to be paid to prepare minutes. Bryan made a motion, 2<sup>nd</sup> by Menter to approve the JLMC budget of \$241. All were in favor.

Code Enforcement

Kip Kaiser was present to discuss the code enforcement budget. Kaiser is requesting a merit increase and an additional 3 hours per week. He did not request a merit increase for 2017. There is an increase in insurance as 2017 was only budgeted for 6 months on insurance. The 2017 budget is \$54,311 and as of October 20<sup>th</sup>, the town has received \$54,259 in revenue from permits. By year end, the revenue will have offset his costs completely. Bryan made a motion, 2<sup>nd</sup> by Menter to approve the code enforcement budget of \$62,674. All were in favor.

Recreation

David Tovey was present to discuss the recreation budget. Land and facility maintenance is decreased as less will be required to maintain the fields for 2018. All of line items are the same except salary. Tovey is requesting an increase to make his pay be more comparable to his responsibilities. A comparison was shown to contrast Brentwood's offerings with towns of similar population. The comparison went onto to look into staffing levels, bottom line budgets, programs offered, and field/facilities managed. Bryan made a motion, 2<sup>nd</sup> by Menter to approve the recreation budget of \$73,739. All were in favor.

Information Systems

Clement said the budget is increased due to the increase in cost from changing IT vendors. The RFP was awarded to RMON and their cost is included for 2018. An additional support fee is also being added for Avitar. The Town has not purchased support from them since 2008, and they will not provide support on a per hour basis. We need to have a support contract. Menter made a motion, 2<sup>nd</sup> by Bryan to approve the information systems budget of \$43,052. All were in favor.

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Chief Robinson was present to discuss filling a part time police position. Bryan made a motion, 2<sup>nd</sup> by Menter to approve hiring Jeremy Worcester as a part time certified patrol officer contingent on a successful background check. All were in favor.

Robinson said the big pine in front of Artimovich house fell after the storm. There was no damage to any buildings. It was located in the town's right of way and had been "tagged" by Eversouce for removal and just had not been yet. Robinson suggested the town take care of cleaning it up. The board agreed.

Bryan made a motion, 2<sup>nd</sup> by Menter to adjourn the meeting at 6:44pm. All were in favor.

Respectfully submitted,

Karen Clement

WEEKLY TREASURER'S REPORT				
<b>DATE:</b>		<b>10/31/2017</b>		
<b>Citizens General Fund:</b>				
	Previous Balance:	16,851.83		
	Deposits:	73,158.50		
	Payroll:	18,260.13	DD: \$14,248.20	CK: \$4011.93
	FICA:	5,060.12		
	to Impact Fees			
	A/P: Regular	\$811,173.08	Co-op: \$569,385	Swasey: \$185,000
	Void check			
	From MMA	760,000.00		
	TO MMA			
	Account Balance:	15,517.00		
	Interest Earned YTD:	29.15		
<b>MMA:</b>	Unrestricted Balance	1,039,317.49		
	Total Invested Funds:	1,039,317.49		
	Interest Earned YTD:	11,645.11		