

Selectboard Minutes

October 24, 2023

Present: Jenn Jones, chair
Andy Artimovich, vice chair
Russ Kelly
Paul Kleinman
Jon Morgan (via zoom)

At 6pm, Jones called the meeting to order.

Artimovich motioned, seconded by Kelly, to allow Morgan to attend remotely. All in favor.

The Board signed the payroll and accounts payable summary register.

Artimovich motioned, seconded by Kleinman, to accept the consent agenda which consisted of public minutes from 10/17/23, recreation manifest, treasurer's report (found at the end of these minutes), and the following building permits:

- Kristen Wilkinson & Brad Tumbleston, 2 Tanya Lane, Solar
- 3-Ponds LLC, 99 Three Ponds Drive, Plumbing
- 3-Ponds LLC, 97 Three Ponds Drive, Plumbing
- CABN Properties, LLC, 53 North Rd, Electrical
- George & Linda Sutton, 15 Three Ponds Drive, Electrical
- Eugene & Bette Orcutt, 416 Middle Road, Minor Project - bathroom

Artimovich – aye; Morgan – abstain; Kelly – aye; Kleinman – aye; Jones – aye.

Jones opened the meeting to public comment at 6:03pm.

Letty Bedard, Middle Road, thanked the board for publishing the budget ahead of the meeting. She stated it was helpful. Bedard asked for an explanation of why some lines are listed as a zero and others were listed as \$1. Jones asked if there was an example.

Karen Clement, Town Administrator, responded the zeroed lines were to maintain historical data. She explained the town cannot just delete the account numbers. Clement added that if the line has \$1, funds can be expended from that line up to the general operating budget amount.

Rebecca Dunham, Block Drive, asked if it is possible to remove lines from Regional Associations that have merged or are no longer in existence from the budget. She stated she finds it confusing to see them listed there. Jones suggested it be addressed when Dunham presents the budget for Regional Associations.

Jones closed public comment at 6:05pm.

Rebecca Dunham was in attendance to present the budget for Regional Associations.

Regional Associations Budget

- Request to increase budget from \$17,500 to \$18,000
- Criteria for deciding non-profits to assist
 - 501c3
 - Registered with the State Attorney General

Selectboard Minutes
October 24, 2023

- Service Brentwood residents
- Have a base in NH
- Involves application process
 - Financial information
 - Board of director info
 - Number of Brentwood residents served
- Reviewed by committee of 5 people with varying backgrounds

Kelly asked Dunham to explain how the process works. Dunham explained the committee was formed in 2019 following questions at Town Meeting about the organizations receiving funding. She explained there were some organizations that were “grandfathered” into receiving funds from the town and were not required to provide yearly updated information. Dunham explained the Selectboard at that time voted to remove the grandfathered status at the request of the Regional Associations Committee.

Dunham explained there is an application process. The organizations are required to complete the application, submit their IRS-990 and a brochure or some description of their services. The process is similar to Newmarket and Exeter according to Dunham.

Kleinman asked if there is a limit to the amount of funding an organization can receive or what organizations receive it. He asked if the Selectboard votes on the Regional Association Committee’s recommendations. Jones confirmed that was the case. Dunham stated Clement will notify chosen organizations, they will in turn send a letter requesting the funds and will be given a check for the approved amount. Jones stated she believes the committee attempts to equitably help as many as they can. Dunham added the committee tries to offer a level playing field for organizations requesting funds.

Doug Finan, Gove Road, asked when the committee meets. Dunham responded they meet once a year. She added it is a published meeting and the public is invited to attend.

Dunham stated the following organizations have either closed, merged, or changed names: Seacare – permanently closed per their website, New Outlook – closed, Rockingham Community Action – now Southern NH Services, Rockingham Nutrition – Meals on Wheels, Richie McFarland – merged with Waypoynnt which is now Child & Family Services, A Safe Place – merged with Haven, Sexual Assault Services – merged with Haven. Dunham requested those organizations be adjusted in the budget.

Letty Bedard, Middle Road, asked if Richie McFarland could receive any funds since there was a zero assigned to the budget line. Clement responded the funds are budgeted in the 800 line. There was discussion among the Selectboard members on the best way to handle the changes. Jones asked if striking all of them made sense. Kleinman questioned where the Regional Associations account name originated. Clement responded she believes it was a standard accounting term. She asked if the Regional Association line could be under the welfare budget since the intent of Regional Association funding is to drive the welfare assistance line down.

Clement stated the welfare budget of \$7,407 was previously voted on by the Selectboard. Jones entertained a motion to reopen the welfare budget. Artimovich motioned, seconded by Kelly, to reopen the welfare budget to amend it to include Regional Associations as part of the budget. Artimovich – aye; Morgan – aye; Kelly – aye; Kleinman – aye; Jones – aye.

Artimovich motioned, seconded by Kleinman, to amend the welfare budget from \$7,407 to \$25,407 to include \$18,000 Regional Association funding. Artimovich – aye; Morgan – aye; Kelly – aye; Kleinman – aye; Jones – aye.

Joyce Keegal, cemetery superintendent, was in attendance to present the cemetery budget.

Selectboard Minutes
October 24, 2023

Cemetery Budget

- Small increase from \$13,670 to \$14,367.54
 - Wage increase of 4.99%
 - Stipend increase
 - Fuel/oil line increase
 - Increased fuel rate
 - Additional traveling
- Change of \$697.54 or 5.1%
- 27.65% of budget remaining as of October 5

Artimovich motioned, seconded by Kelly, to approve the cemetery budget for \$14,367.54. Artimovich – aye; Morgan – aye; Kelly – aye; Kleinman – aye; Jones – aye.

Kelly asked how many employees are affected by the rate increase. Jones responded Keegal is the only cemetery employee. Keegal added the stipend is for the clerk role which is currently filled by a cemetery trustee.

Jones shared that fundraising is still available for the Brentwood DNA Doe Project. Keegal confirmed fundraising efforts were continuing. She added her current focus is fundraising for Wreaths Across America for the time being.

Karen Clement, Town Administrator, shared the Information Systems budget.

Information Systems budget

- Increase from \$72,470 to \$75,322
- Hardware Support
 - Managed support from Block 5
 - Microsoft subscriptions for emails – increasing based on number of .gov email addresses
 - Yearly renewals
- Software Support
 - BMSI – fund accounting, payroll, AP, Tax
 - Interware – dogs
 - Avitar – town clerk functions (registrations, vitals, etc)
 - Patriot – assessing and permitting
- Website
 - Reduced to \$1
 - MunicipalOne contract being paid from impact fee account
- Level funded lines
 - General supplies
 - Equipment purchases
 - Prior year encumbrances

Artimovich asked if there has been progress with internet speed improvements. Clement responded she spoke with Bertoulin from Communications Subcommittee and received his recommendations. She added it is deciding between an increase of \$150 to \$450 per month depending on the route taken. Clement stated she believes they will be looking into a fiber network.

Artimovich motioned, seconded by Kelly, to approve the Information Systems budget of \$75,322. Artimovich – aye; Morgan – aye; Kelly – aye; Kleinman – aye; Jones – aye.

Selectboard Minutes

October 24, 2023

Jones reminded the public and Selectboard members that there will be no meeting next week, October 31, due to trick-or-treating. She reminded everyone there will be a need for board members to stop by to sign the manifest.

Jones read a withdrawal letter to CPCNH addressed to their member service director. The board signed the letter.

Artimovich had no committee updates.

Morgan had no committee updates.

Kelly shared an update from Energy & Efficiency Committee. He stated the survey was published on the town website and social media. He added there are paper copies available at the town office and library. Jones shared that she completed the survey and it took about 3 minutes. She explained it asks basic information as an energy consumer, goals of using community power, and feelings toward energy efficient power. Kelly encouraged the residents to fill out the survey.

Kelly added the ZBA met last night. He explained they reviewed one application from Falzone for a property off Mill Road near new road to new development and the removal of a few older buildings. Kelly shared the request was for a variance of 70 feet instead of 75 feet from the center of the road. He believes it will be an overall improvement for the neighborhood. The variance was granted.

The ZBA needs a fifth member according to Kelly. He stated there are no current applicants. Kelly added the board meets based on necessity whenever an application is submitted. Interested individuals can apply at the Town Office or contact Clement via email.

Kelly shared an update from Communications Subcommittee. He explained Stefanie Lewendon, communications subcommittee chairperson, expects the website prototype next week. Kelly added the committee will then need to decide on a date when the committee will transfer ownership of the site to the town.

Kelly attended the recent EOC Seabrook Drill. He believes it went well.

Artimovich asked if there has been any progress on the Audio/Visual changes for the meeting room. Clement responded that Bertoulin reached out to Jillian Benedix, Planning Board Administrative Assistant, but they have not been able to connect in person yet. Jones asked if impact fees would be used to pay for the AV equipment. Clement responded that the Planning Board has about \$8,500 in their long-range planning that they may not be using that could cover some of the costs of the equipment.

Kleinman stated he had no committee updates as the Planning Board meeting was cancelled last Thursday.

Jones had no committee updates.

Clement stated there is a public hearing for community power scheduled for November 6 and November 15 at 6pm both nights. Clement stated it is published on the website and will be put on Facebook.

Artimovich asked Clement if there has been any word from DRA on the tax rate. Clement responded there has not been a rate set yet. She will reach out to the new representative tomorrow.

Jones encouraged the public to follow the Town Facebook page for important information.

Liz McConnell, library trustee, thanked Wayne Robinson, road agent, for delivering soil and mulch to help with the winter care of the donated trees the library received.

Selectboard Minutes
 October 24, 2023

At 6:47pm, Artimovich motioned, seconded by Kleinman, to adjourn. Artimovich – aye; Morgan – aye; Kelly – aye; Kleinman – aye; Jones – aye.

Respectfully submitted,

Tamera Peek

| WEEKLY TREASURER'S REPORT | | | |
|-----------------------------|--|-------------------|-------------------------|
| DATE: | | 10/24/2023 | |
| General Fund: | | TD BANK | |
| Previous Balance: | | 3,452,813.90 | |
| Deposits: | | 26,633.50 | |
| Payroll: | | 31,929.60 | DDP: \$31,089.06 |
| | | | CHK: \$ |
| FICA: | | 7548.72 | |
| A/P: | | 62,516.88 | Reg A/P Cks \$62,516.88 |
| | | | Swasey: \$ |
| Transfer to REC CC | | | NHRS \$ |
| Pd Admin CC | | | CO-OP: \$ |
| Transfer to Impact Fees | | | |
| Account Balance: | | 3,377,452.20 | |
| Interest Earned YTD: | | 106,020.57 | |
| <hr/> | | | |
| Joyce A. Gallant, Treasurer | | | |