

Selectboard Minutes

October 3, 2023

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

At 6:01pm, Artimovich called the meeting to order.

The Board signed the payroll and accounts payable summary register.

Kleinman motioned, seconded by Kelly, to accept the consent agenda which consisted of public minutes from 9/26/23, non-public sealed minutes from 9/26/23, recreation manifest, treasurer's report (found at the end of these minutes), an appointment slip for Rebecca Dunham as a full member of the Conservation Commission until March 2025, and the following building permits:

- 3 Ponds LLC, 95 Three Ponds Drive, Plumbing
- Mark & Sarah Kelley, 14 Scrabble Road, Solar
- Thomas Spencer III & Nancy Spencer, 169 North Road, Plumbing
- Peter King, 12 Pine Road, Demolition
- Kathryn & Kyle Bruce, 1 Balsam Lane, Minor Project – deck
- Zvodar Family Trust, 29 Diane McCain Drive, Electrical
- Daniel Parks & Kathleen Locke, 162 Middle Road, Electrical
- Gerald Mackey, 7 Tanya Lane, Building – New Dwelling
- Heather D Arkell Rev Trust, 6 Gove Road, Electrical
- Nathaniel & Katarina Swasey, 46 Ole Gordon Road, Building

Three were in favor and Morgan abstained.

Kelly motioned, seconded by Kleinman, to allow Morgan to attend remotely. Artimovich – aye; Kelly – aye; Kleinman – aye.

Artimovich opened the meeting to public comment at 6:05pm. Seeing no public comment, Artimovich closed it at 6:05pm.

Rick Murphy, Emergency Management Director, was present to give an overview of his department.

Emergency Management Budget/Updates

- He requested the Emergency Operation Center (EOC) contact list be reviewed for accuracy and returned to him
- Seabrook drill cycle for licensure
 - October 18 – first of 3 exercises
 - February – second exercise
 - April 4 – graded exercise
- Working with Town Administrator, Karen Clement, to draft a warrant article that will allow unspent quarterly Seabrook funds of \$8500 per year to roll continuously
 - Instead of being returned to the general fund
 - Would be used to help cover generator repairs, a new generator or other emergency related high budget items
- 68% of budget remaining
- Foresees no issues keeping budget level funded.

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Artimovich requested Murphy explain the purpose and function of Emergency Management drills to Kleinman. Murphy explained the drills are completed every 2 years as a requirement through FEMA and nuclear regulatory commission. It tests the radiological plan in the event of an unusual event or general emergency according to Murphy. He explained representatives from various town departments attend the drills and man particular stations. Murphy explained at least one of the drills is graded by FEMA.

Murphy explained legacy is an issue and is something that he is trying to address. The issue is finding people who want to be trained as many current representatives are beginning to get to retirement age. Murphy explained there is no financial impact to Brentwood, as the costs are covered by the Seabrook station.

Kleinman stated he believed there was an end date to the Seabrook station contract. Murphy explained that the licensure has been extended with no end date. He added there have been no discrepancies with the last four drills. Artimovich asked how many roads are in the zone. Murphy responded there are only 3-4 roads in the zone.

Kristin Aldred, Planning Board Chair, was present to discuss the Planning Board budget.

Planning Board Budget/Updates

- Budget is on track
- No expected large expenditures in 2024
- Would like to see AV improvements in Cross Room

Aldred asked if the recent legal cases would be being expended from the legal services line. Clement stated it would come from the general budget. Artimovich responded to the AV request stating the issue is being looked into by the Communications Subcommittee and he believes a pull-down screen will be more feasible than a television screen. He explained they are also looking into an option where presentations can possibly be incorporated into the recordings.

Kip Kaiser, Building Inspector/Code Enforcement, was present to share information on his budgets.

Building Inspector Budget/Updates

- 31% remaining
- Electrical inspection line will be over
 - Overage will be covered by fees and bottom-line will be sufficient
 - Has been over 120 electrical permits this year
- Permits
 - 308 permits year-to-date
 - About 450 permits in 2022
- Revenue
 - \$72,758
 - Total budget of \$81,290
- Facilities
 - Highway shed office should be completed mid-November or sooner
 - BRC decks and ramp are being requoted
 - Library front steps being quoted
 - BRC HVAC will need replacing
 - Some work was done over the summer
 - 4-5 years old and parts are no longer available

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Artimovich stated the BRC HVAC should be added to the Capital Improvement Plan (CIP). Clement responded it has already been added.

Zoning/Code Enforcement Budget/Updates

- Complaints are occurring almost weekly
- Investigated
- Multiple violation letters have gone out
- No new court cases at this time

Joyce Keegal, Cemetery Superintendent and Deputy Town Clerk/Tax Collector, was present to share information on budgets.

Cemetery Budget/Updates

- 29.26% remaining
- COLA/merit will increase salary line
- Vehicle fuel/mileage line will increase
 - Due to higher reimbursement rates
 - Due to increased mileage
- 12-13 funerals year-to-date which is above average

Artimovich asked if the cemetery is still looking for land. Keegal responded she spoke with Bob Stephens today and shared that they are looking for about 20 acres of land. Clement asked how large Tonry is. Keegal responded 5 acres. She added it presents parking issues at times.

Town Clerk Budget/Updates

- Just over a million dollars in revenue collected from vehicle registrations, dogs, vitals, OHRV, Fish & Game
- Increase from last year
- All known dogs in Brentwood are now registered
- Budget lines are all on target
- 30.84% budget remaining

Election Budget/Updates

- 4 elections in the coming year
- 1 Town Meeting
- No known date for Primary yet
- New Voting Machine will be required at some point next year
 - Cost \$7,000 - \$10,000
 - Town will be responsible for cost
 - State will not cover cost
 - Letter being sent from Selectboard requesting state to pay for machine

Tax Collector Budget/Update

- 98% of 1st issue tax bills have been paid
- Several properties up for tax deed have been paid
- 26.3% budget remaining

Artimovich asked if the town rents the ballot machine. Keegal responded that the town owns it. The fees paid in the budget is

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for maintenance according to Clement.

Chief Bird, fire department, was present to share information on his department.

Fire Department Budget/Update

- Call volume is about where it was last year
- Calls are increasing in the 12:30-1am range and 4am range
- Budget is in good shape, except for the vehicle maintenance line
- Increase building maintenance line
 - Generator issue due to being 12 years old
 - \$7,000 associated expense
- Reported he will be losing a full-time member of his department
 - That information changed before the end of the meeting
- Open House on October 14th with a pancake breakfast from 9am – 11am put on by the association. Donations accepted.
- Budget at 41%
- Provided a proposal for the generator on Engine 1

Kelly motioned, seconded by Kleinman, to expend \$15,720.65 from the fire department budget for a new generator for Engine 1. Kelly – aye; Artimovich – aye; Kleinman – aye; Morgan – aye.

Janice Wiers, Library Director, was present to share updates on her department.

Library Budget/Updates

- 71%-72% expended
- Foresee increasing media line
 - Due to price increases
 - Increased digital use
- Looking for places to offset increase
- Salary budget line
 - Library assistants cut back hours due to personal reasons
 - Looking to bring in another assistant
 - No budget impact

Kleinman asked for clarification on the media line. Wiers responded it covers books, DVDs, magazines, ebooks, and newspapers. She explained costs have increased. Her budget has had \$30,000 - \$32,000 in that line the last few years and she is looking to increase it to \$35,000-\$35,500, according to Wiers.

Kleinman asked about the entrance. Wiers responded the entrance has some spongy spots and believes it needs to be replaced. Kaiser added the front entrance needs to be repaired soon. He shared he has had 2 contractors looking at the project and is waiting for a quote.

Kleinman asked about the library fencing. Wiers responded it is paid until the end of November and then will be covered by the contractors. She added that bids went out and will be accepted until October 28th. She hopes to be on the Selectboard agenda on November 7. Wiers added that if all goes as planned, groundbreaking will be November 8th with an anticipated end date of June 7th.

Wiers added that Liz McConnell, library trustee chair, was nominated as NH's library trustee of the year. She has been

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selected according to Wiers. There will be a celebration on October 16th at 7pm at the library. Wiers invited all to attend.

Andy Gray, Rec Director, was present to share information and updates on his department.

Recreation Budget/Updates

- Budget is on pace
- Summer camp enrollment was up 25% of full-time enrollees and total number of participants
- Field rentals have increased
 - About 14 more rentals than last year
 - Revenue about \$4,300 more than last year
- Pavilion rentals have increased from 2022 with about \$2,600 more than last year
- Focus has been on facility upkeep and safety
 - Completed flooring
 - Completed painting
- Upcoming focuses
 - Traffic flow
 - Parking
 - Bathrooms

Gray thanked Economic Development for their hard work with the charette in May. He plans to use the results from the Plan NH study and community feedback as priorities are chosen. Gray also shared RPC provided traffic counters to assist in obtaining data of foot traffic at the facilities.

Friday, October 27th from 6-8pm, is the Haunted Walk. Gray shared he is looking for volunteers.

Kleinman asked what other maintenance projects would be looked at. Gray responded replacing the furnace, windows, and roofing on the garage and concession stand have been added to the CIP.

Kleinman asked Gray to speak on the justification for “real” bathrooms at the community center. Gray responded there has been an increase of outdoor events, increased use of the facilities, year-round facility usage, and safety is a concern.

Artimovich asked if the traffic congestion at the Rec is due to increased facility usage or double-booking the space. Gray responded that he believes the overflow parking situation recently was due to events occurring at the Rec Center and another event occurring elsewhere in town at the same time using the property as overflow parking. Gray also mentioned the timing of the Blacksmith’s convention cannot be at the same time as Opening Day of fall sports. He stated that he is looking into making sure there will not be situations like this in the future.

Morgan added there will be creative ideas the public will be hearing about in the future. He added there is liability to the town with traffic driving between fields and around playgrounds, especially when unlit.

Chief Ventura, police department, was present to share information on his department.

Police Department budget/updates

- 33.51% remaining
- Fuel savings by using the state bid
- Savings in the OT line due to being fully staffed
- Uniform savings
- K9 line will have \$3,000 added to it

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- Prosecution line will increase
 - The Felonies First Program is ending January 1
 - Instead of felony cases being heard in Superior Court, they will be prosecuted in District Court
 - This will increase the Town Prosecutor's case load
 - Hopes to add \$5,000 in 2024
 - Prosecutor is paid about \$15,000 less from Brentwood than communities of similar size and caseload
- Salary line will increase
 - Based on COLA/merit
 - Small wage adjustment
 - Added incentives to help retain people

Kleinman asked for clarification on Prosecutor's role. Ventura responded it is not a retirement system position, but instead a contracted position. Kleinman asked if Brentwood shares the Prosecutor with other towns. Ventura responded Heather Iworsky prosecutes for other towns as well. Kleinman stated he would like to see numbers presented on case counts. Ventura responded he would be willing to sit with Kleinman to share that information. He added that the number of arrests and prosecutions are up 40%. Artimovich stated the town he works for has ½ the caseload of Brentwood and they pay their Prosecutor about \$1000 less per year than Brentwood pays Iworsky.

Wayne Robinson, road agent, was present to share information about his department.

Highway/Snow Budget/Updates

- 40.64% summer budget remaining
- 62.40% winter budget remaining
- Paving complete
- Work to be completed
 - Prescott Road – one shoulder
 - South Road – both shoulders
 - Peabody Drive
 - Pickpocket
- Vehicles
 - Plow trucks are inspected and running
 - 2011 truck
 - Spent \$20,000 last year on its repairs
 - \$12,000 spent last month on repairs
 - Will need new truck
 - About \$300,000 cost
- Line items increasing
 - Electricity
 - Heating
 - Fuel

Artimovich asked how much money Robinson had to spend. Robinson stated he does not have any money remaining for road construction. Artimovich argued there is money in the budget to finish a few projects. Clement stated Peabody Drive is estimated to cost \$6500. Artimovich asked Robinson to have Bell & Flynn quote finishing paving South Road.

Morgan asked if the potholes in the gravel parking lot at the Recreation Center could be filled. Robinson stated he could fill them.

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Jack Mitchell, Budget Committee Chairperson, was present to discuss their budget and updates.

Budget Committee Budget/Updates

- Level funded
- Shared concern about number of items and cost of items on CIP

Artimovich asked if the Budget Committee has expectations of what they want to see from departments. Mitchell responded their focus will include how items on CIP will be paid for. He asked if there are grants available or what other type of assistance might be available. Mitchell stated taxpayers should be at the bottom of the list of where the money will come from to cover the large ticket items. Artimovich responded there are no grant writers on staff. Bird stated a grant writer was hired to assist them in the past.

Kleinman stated the CIP will be presented to the Planning Board on Thursday.

Karen Clement, Town Administrator, shared information on numerous budgets.

Trash Collection

- Increasing by the 4% escalator set to expire in 2024
- Going to bid in summer of 2024
- Or extend the current contract for up to 3 years

Mowing

- Contract is good for one more year

Legal

- Expecting to keep the budget the same
- Walter Mitchell is retiring
- His celebration is on Friday
- Will send a gift on behalf of the board

Debt Service

- One of the Open Space Bonds matured
- Budget will decrease slightly in 2024
- Other bonds will be maturing
- Remainder mature in 2028

Andy Artimovich, Selectboard Rep to Conservation Commission, shared an update on their budget.

Conservation Commission budget/update

- 98% remaining
- Looking at 3 properties and possibly purchasing easements

Clement added she met with Bob Stephens, Conservation Commission Chair and Jeremy Lougee, SELT representative to possibly secure the easement on the Fuller property. They are looking to be on the agenda for next week to gauge interest and support on that project. Clement explained if the board supports it, the plan would be to host a Public Hearing on November 7th.

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More budgets were presented by Clement.

Information Services budget/update

- IT budget is close to level-funded
- Will be presenting 3 budget proposals
 - Firewalls to increase redundancy and fail back services
 - 7 new computers
- Warrant article to replenish \$25,000 to Capital Reserve Funds

Cleaning Services budget/update

- Found 1 vendor from bid process willing to work within current budget
- Going through background check process now

Artimovich asked if pulling electricity out of each budget and putting it into one budget should be discussed. Morgan feels it makes sense. Clement asked if heating would be done as well and if it would be put into the building maintenance budget. Kleinman asked what the reasoning would be in doing that. Artimovich responded it would be easier to track how the town is benefiting from solar usage and track the spending. Kelly asked if there was a downside. Aldred suggested a downside would be that no department would have an incentive to conserve heat or electricity. Clement added there would be no money in the budget to offset the costs if those lines go over budget.

Assessing budget/update

- Working to renegotiate the contract

Morgan asked if it would be possible to get a person for grant writing. Clement was asked to research what other towns do. Clement asked Aldred if RPC has a grant writing person. Aldred responded that they might and added it would be at a cost. Wiers suggested considering the funds that could be brought in by utilizing a professional grant writer, the possible higher success rate, and freeing up department head's time.

Department heads were welcomed to leave at 7:28 after budgets were done being presented.

Kelly had no committee updates.

Kleinman stated the CIP would be presented at Planning Board on Thursday.

Morgan shared there is a planned presentation of the charette results on Thursday, November 2.

Kleinman shared he felt the quarterly Brentwood Business Breakfast was a success.

Kleinman asked to be able to have Kaiser speak on the old Bessie's location. He expressed his concern that the building was allowed to progress to this point without approval or supervision by the town. Kaiser explained there were no permits applied for covering the changes made to that building except for the 2021 demolition permit that was applied for.

Kaiser explained he visited the site Monday morning. He drafted a letter and pinned it to the building explaining there was no permit to authorize the work and fines would be assessed. The contractor then contacted Kaiser. He then gave the contractor a path to be able to continue work. Kaiser explained he gave the contractor the requirements that the trusses had to be verified as stable and a report from an engineering company that the walls could hold the trusses. The owner of the property and contractor have been contacted by Kaiser.

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As a result of the use change from a restaurant to an office, the state DOT is requiring a new driveway permit. Kleinman stated he is concerned the project was allowed to get to this point. Kelly stated he believes Kaiser is on top of the situation. Kleinman stated he plans to bring it up at the Planning Board meeting.

Kaiser stated there will be a requirement for a site plan review due to the change in use. Artimovich stated there are processes in place for honest people. Kleinman feels there needs to be some sort of business registration, so this situation does not occur in the future. Kaiser explained Section 111 of IBC lays out the requirements to track businesses and offered Kleinman the opportunity to review the form he had previously drafted.

At 7:46pm, Kelly motioned, seconded by Kleinman, to adjourn. Artimovich – aye; Morgan – aye; Kelly – aye; Kleinman – aye.

Respectfully submitted,

Tamera Peek

WEEKLY TREASURER'S REPORT				
DATE:			10/3/2023	
General Fund:			TD BANK	
	Previous Balance:		4,797,255.90	
	Deposits:		42,931.79	
	Payroll:		35,029.41	DDP: \$34,498.84
				CHK: \$530.57
	FICA:		8088.75	
	A/P:		1,085,359.19	Reg A/P Cks \$141,664.19
				NHRS \$
				Swasey: \$241,000.00
	Transfer to REC CC		240.00	
	Pd Admin CC		(1,865.82)	
	Check #48444 Stop Payment		\$17,935.00	
	Transfer to Impact Fees		9,386.00	
	Account Balance:		3,718,153.52	
	Interest Earned YTD:		95,294.43	
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	Joyce A. Gallant, Treasurer			