



**TOWN OF BRENTWOOD  
SELECTBOARD  
TOWN OFFICE: 1 DALTON ROAD  
AGENDA FOR 06/06/2023 @ 6:00 PM**

- I. Convene
- II. Review and sign payroll and accounts payable register
- III. Review and approve the Consent Agenda: Subject to Change
  - a. Recreation Manifest
  - b. Treasurer's Report
  - c. Building Permits
- IV. Public Comment
- V. Discussion/Action Items
  - a. Rick Labrecque, Energy & Efficiency Advisory Committee Chair: Committee Update
  - b. Public Hearing: Accept Unanticipated Revenue: NH Highway Safety Grant \$10,337.50
  - c. Jeff Hyland, Ironwood Design: amphitheater update
  - d. Chief Joe Bird, earned time accruals
  - e. Allison Higgins, Swasey School Board: Impact Fees
- VI. Regular Business
  - a. Committee Updates
- VII. Any other matter that may legally come before the Board
- VIII. Non-Public Session: hiring and reputation  
May be called at any time in accordance with Chapter 91A:3II, a, b, c, d, e, i
- IX. Adjourn



State of New Hampshire Department of Safety

Robert L. Quinn, Commissioner
Eddie Edwards, Assistant Commissioner
Steven R. Lavoie, Assistant Commissioner

Office of Highway Safety

Captain Christopher W. Vetter, Commander
John A. Clegg, Program Manager



GRANT AGREEMENT AMENDMENT NOTICE

Chief John Ventura
Brentwood Police Department
1 Dalton Road
Brentwood, NH 03833

Date: 05/09/2023

Grant Agreement Title/Number: Brentwood Highway Safety Grant, 23-023

The NH Office of Highway Safety is amending your FFY23 original award amount from \$8,200.00 to \$10,337.50.

Upon your acceptance of this amendment, it shall be attached to and made a part of your department's FFY23 Grant Agreement. Please refer to your Grant Agreement and Scope of Work for any requirements, which will also apply to this amendment.

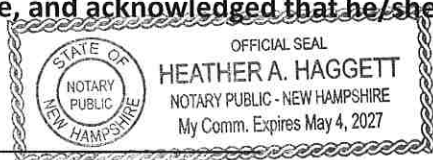
Adjustments:

Table with 3 columns: Additional Project & Funds Awarded, Adjustment, Hard Match Requirement. Row 1: 1 IN-CAR RADAR UNIT, \$2,137.50, \$712.50. Row 2: Total, \$2,137.50, \$712.50.

Comments: Scope of Work Attached

Signature and Title of Subrecipient 1 [Signature] Date 5/16/23
Signature and Title of Subrecipient 2 [Signature] Date 5/16/23

Acknowledgment: State of New Hampshire, County of Rockingham on 5/14/23 before the undersigned officer, personally appeared the person(s) identified above, known to me (or satisfactorily proven) to be the person(s) whose name(s) is(are) signed above, and acknowledged that he/she executed this document in the capacity indicated above.



Name, Title & Signature of Notary Public or Justice of the Peace

Robert L. Quinn, Commissioner NH Department of Safety
Date

## SPEED EQUIPMENT BUDGET INFORMATION

### IMPORTANT REQUIREMENTS

NHOHS will only reimburse for **LIDAR UNITS** that have Data Logging and Following-Too-Close technology. NHOHS will only reimburse for **MOVEABLE SPEED SIGNS** and **SPEED RADAR DISPLAY TRAILERS** along with the cost of software for the first year and that will be utilized for highway safety purposes at least **75%** of the time and be capable of collecting, and interpreting speed data which would be furnished to the Office of Highway Safety upon request.

Reimbursement for speed mitigation equipment that can be reimbursed under this grant:

**IN CAR RADAR and/or LIDAR UNIT** - NHOHS will reimburse 75% of the purchase price and the 25% paid for by the grantee is considered hard match. **MOVEABLE SPEED SIGN and/or SPEED RADAR DISPLAY TRAILER** - NHOHS will reimburse 75% of the purchase price of the MOVEABLE SPEED SIGN and SPEED RADAR DISPLAY TRAILER and the initial software for one year. The 25% paid for by the grantee is considered hard match.

Use the interactive table below to enter your desired items and their costs. The Total Cost & NHOHS Share will automatically be calculated.

EQUIPMENT TYPE	Number of Each	Cost per Item	Total Cost	NHOHS Share
IN CAR RADAR UNIT	1	2,850.00	2,850.00	2,137.50
LIDAR UNIT	0	0.00	0.00	0.00
MOVEABLE SPEED SIGN W/ SOFTWARE COST OF INITIAL YEAR	0	0.00	0.00	0.00
SPEED RADAR DISPLAY TRAILER W/ SOFTWARE COST OF INITIAL YEAR	0	0.00	0.00	0.00
TRAFFIC DATA RECORDING DEVICE	0	0.00	0.00	0.00
<b>TOTALS</b>			<b>2,850.00</b>	<b>2,137.50</b>

## Scope of Work

### Speed Enforcement Equipment

**NOTE:** All equipment that is \$5,000.00 or more individually must meet the "BUY AMERICA" requirement and receive prior written approval from the National Highway Traffic Safety Administration (NHTSA) before it can be purchased. The Office of Highway Safety shall be under no obligation to provide reimbursement to a grantee for equipment purchased outside of these requirements.

**Final written approval must be given prior to purchases of equipment.**

EQUIPMENT AWARDED IS INDICATED BY AN "X" NEXT TO THE PROJECT

- Speed enforcement equipment grants available to current speed enforcement grantees only.
- Funded enforcement grants must be conducted in order to obtain current speed enforcement equipment.

Speed Radar Display Trailer W/ Statistical Software and Costs of Initial Year – 1 maximum

Movable Radar Speed Display Sign – 3 maximum

Hand Held LiDAR Unit – 5 maximum

In Car Radar Unit – 5 maximum

Traffic Data Recording Device – 3 maximum

- Speed Enforcement Equipment shall be reimbursed at 75%.

### Other Important Requirements

- It is required that a speed enforcement efforts be conducted in problem areas identified by data produced by radar trailers and or radar display signs.
- Speed Radar Display Trailers and Movable Radar Speed display signs shall include data collection software so that data can be viewed to address problem areas. Grantees agree to maintain software license after initial equipment purchased. Data collected from equipment shall be submitted to the Office of Highway Safety as requested.
- At the request of the New Hampshire Office of Highway Safety, Speed Radar Display Trailers and display signs, will be utilized during national or state mobilization efforts for highway safety messaging. Please obtain a photo showing placement for a specific location.
- Speed display signs shall be movable and not permanently fixed (i.e. permanently secured to a pole, etc.) to help address problem areas occurring on roads traversing through the community.
- Speed radar trailers and signs shall be moved regularly within the community to address areas of highway safety concern.
- Hand held LiDAR and in car radar equipment must only be used by those officers trained and certified in the use of such equipment.
- Purchased equipment must be deployed within 30 days of receiving equipment.
- All equipment must be purchased prior to the end of the 3rd Quarter, June 30. Equipment Reimbursements must be submitted no later than July 15.

Grantee Initials: JJ  
Date: 5/16/23

Grantee Initials: [Signature]  
Date: 5/16/23

Grantee Initials: TCR  
Date: 5/16/23

PLEASE SIGN AND SAVE THIS DOCUMENT AND EMAIL TO NEW HAMPSHIRE OFFICE OF HIGHWAY SAFETY AT  
HWYSAFETYMAIL@dos.nh.gov

YOU HAVE SUBMITTED A COPY  
OF YOUR MOST RECENT  
FINANCIAL AUDIT ALONG WITH  
THIS FORM

YES

Single Audit Act Amendments of 1996

In accordance with 2 CFR 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements, found in §200.501(a), audit requirements for Federal awards, non-federal entities that expend \$750,000 or more in federal awards from all federal funding sources during their fiscal year, must agree to have a Single Audit conducted in accordance with §200.514 Scope of Audit. Further, §200.512 requires that the final report for such audit be completed within nine (9) months of the entity's fiscal year end.

Sub-recipient (community/agency): Brentwood Police Dept.

Fiscal Year : (Mo/Yr – Mo/Yr) FFY24

**Section A** – Check the appropriate box:

- We did NOT exceed the federal expenditure threshold of \$750,000 for the fiscal year referenced above. A Single Audit is not required for this fiscal year. If checked, skip Section B.
- We DID meet or exceed the federal expenditure threshold of \$750,000 for the fiscal year referenced above. If checked, complete Section B.
- We are exempt from the Single Audit Requirement – explain below. If checked, skip Section B.

**Section B** – Complete if a Single Audit is required. Check the appropriate box:

- We completed our Single Audit for the above fiscal year and our report is attached.
- Our Single Audit for our fiscal year referenced above will be completed on:  
and will be submitted to the **New Hampshire Office of Highway Safety** by: \_\_\_\_\_

I certify that I am an individual authorized to complete this form. I further certify that the above information is accurate and, if required, the audit report will be submitted no later than nine (9) months after the fiscal year ending noted above.

Name: Jennifer Jones

Title: BOS Chair

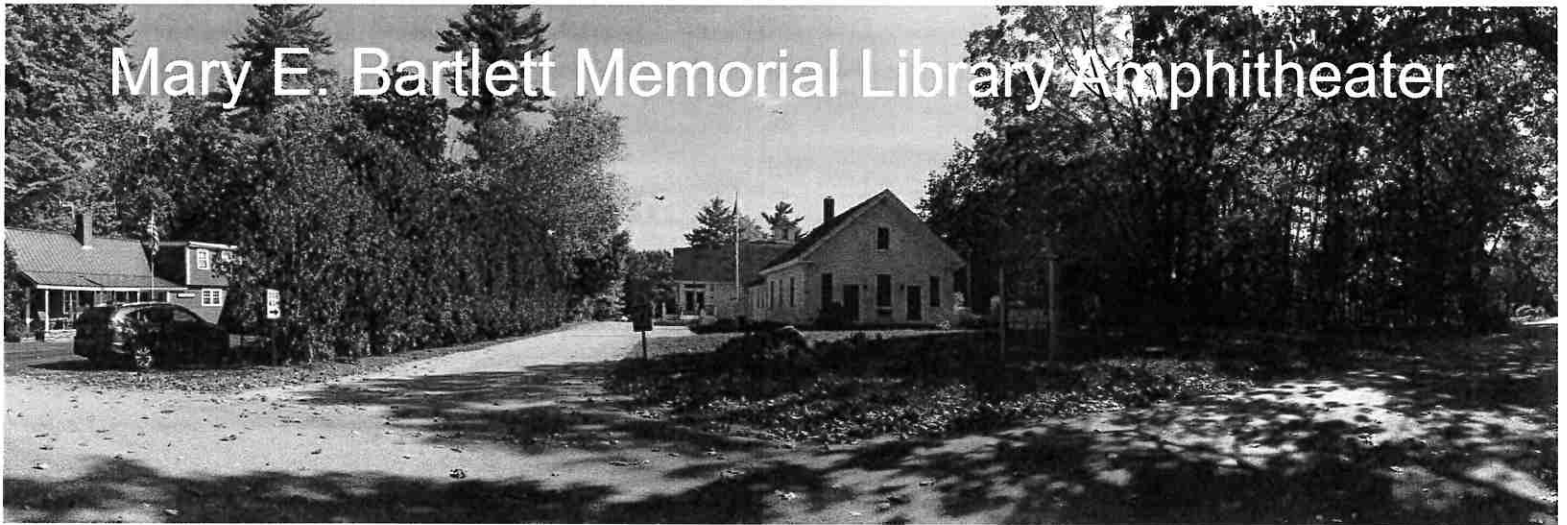
Authorized Chief Financial Officer Karen Clement

Signature: [Handwritten Signature] Date: 5/16/2023

Phone: 603-642-6400 x 110

Email: kcllement@brentwoodnh.gov

# Mary E. Bartlett Memorial Library Amphitheater



## Select Board Project Status Update

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Brentwood, New Hampshire  
June 6, 2023



# Introductions

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## Consultant Team



Jeffrey Hyland, PLA, ASLA, CLARB  
Senior Landscape Architect

Emanuel Engineering Inc.  
Bruce Scamman, PE  
Senior Civil Engineer

- Library Trustees
  - Liz McConnell, Chair
  - Melody Santos, Treasurer
  - Tom Walker, Secretary
  - Erin Staffiere
  - Melissa Bertoulin
  - Jim Clark, Alternate Trustee
  - Susan Lunn, Alternate Trustee
  - Kristen Goodrich, Alternate Trustee
- Library Staff
  - Janice Wiers, Library Director
  - Kiki Donis-Wahl, Assistant Director/Youth Librarian

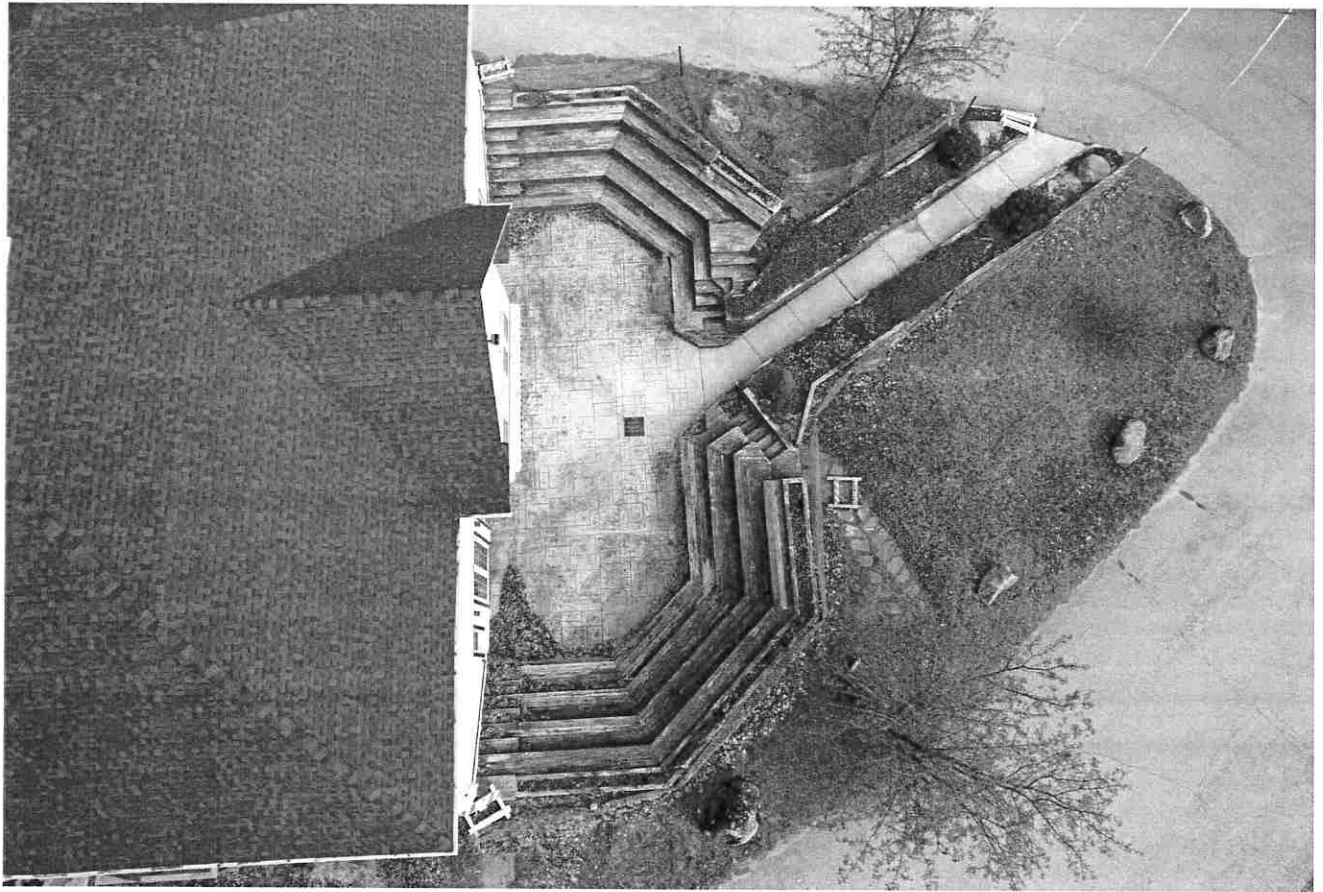
# Project Recap

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- Kick-off meeting with Library Trustees: November 14, 2022
- Public Information and Input Session: December 1, 2022
- Conceptual Design meeting with Library Trustees: January 3, 2023
- Public Design Presentation: January 17, 2023









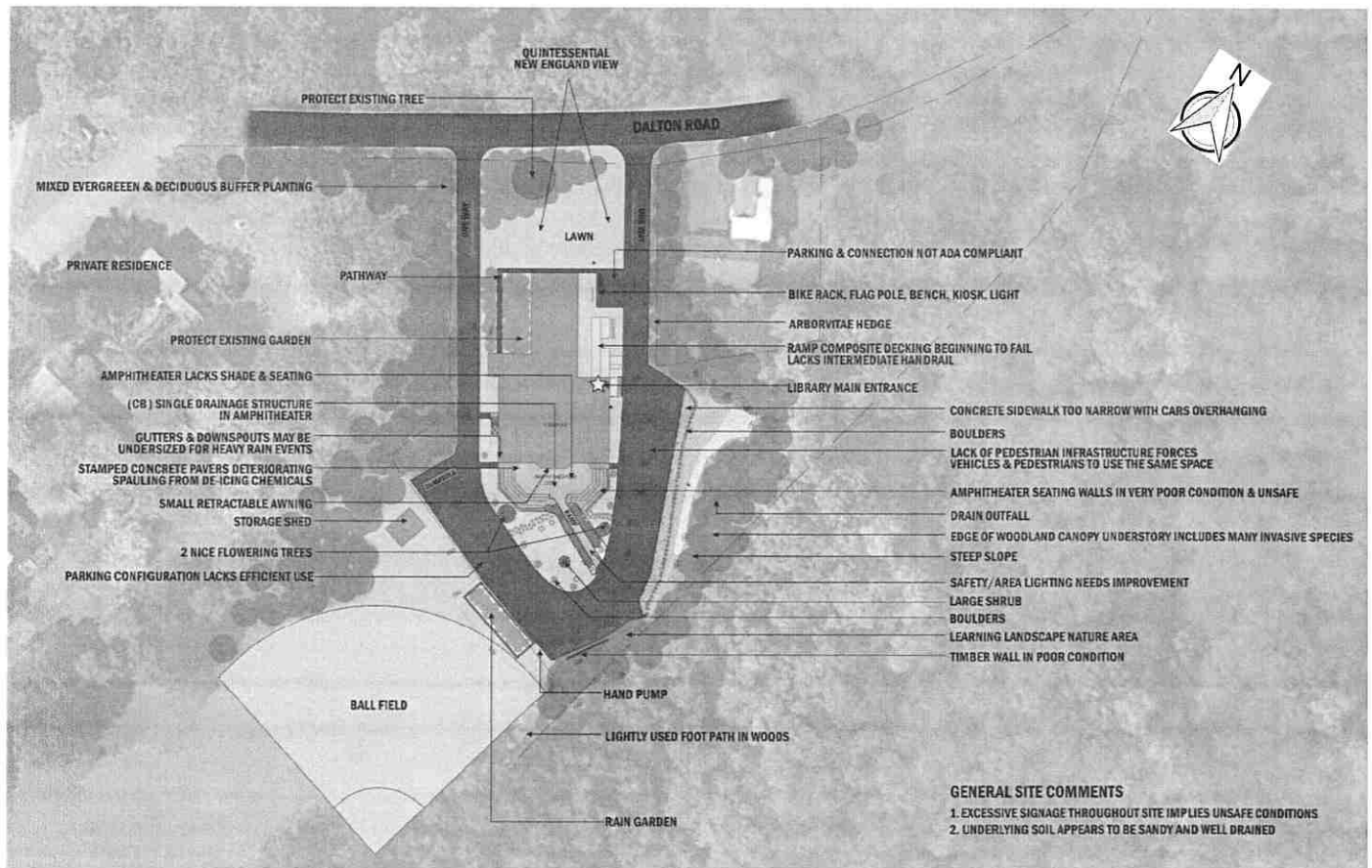




# Site Analysis

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Observations

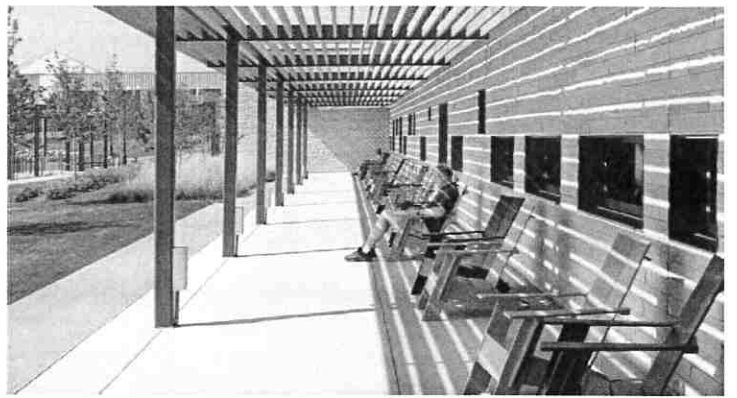
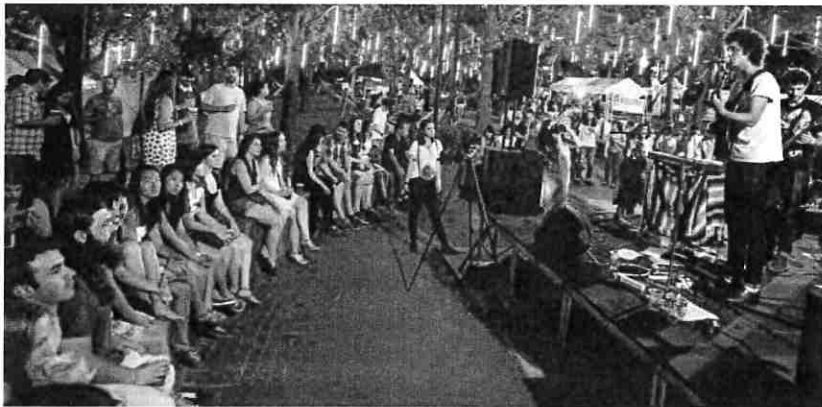


# Visioning Discussion

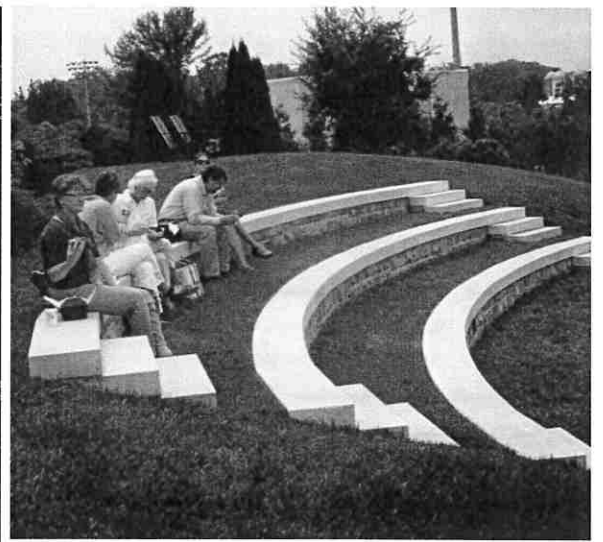
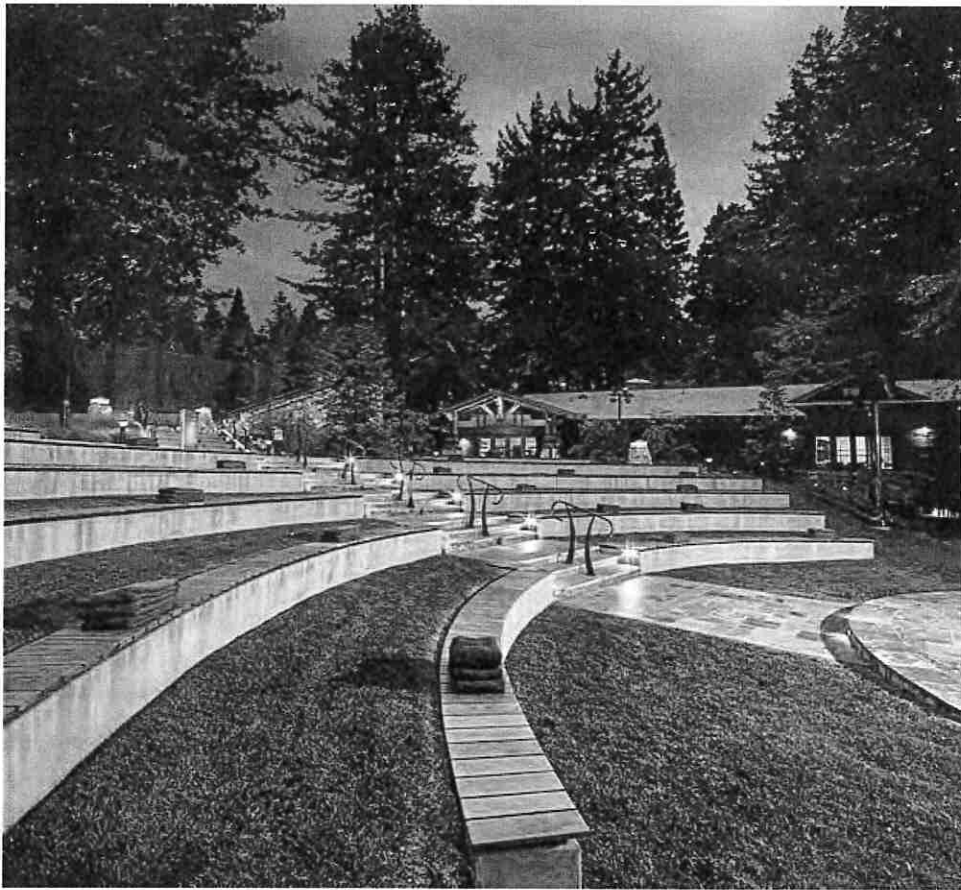
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Activity Programing, Visual  
Preference & Materials





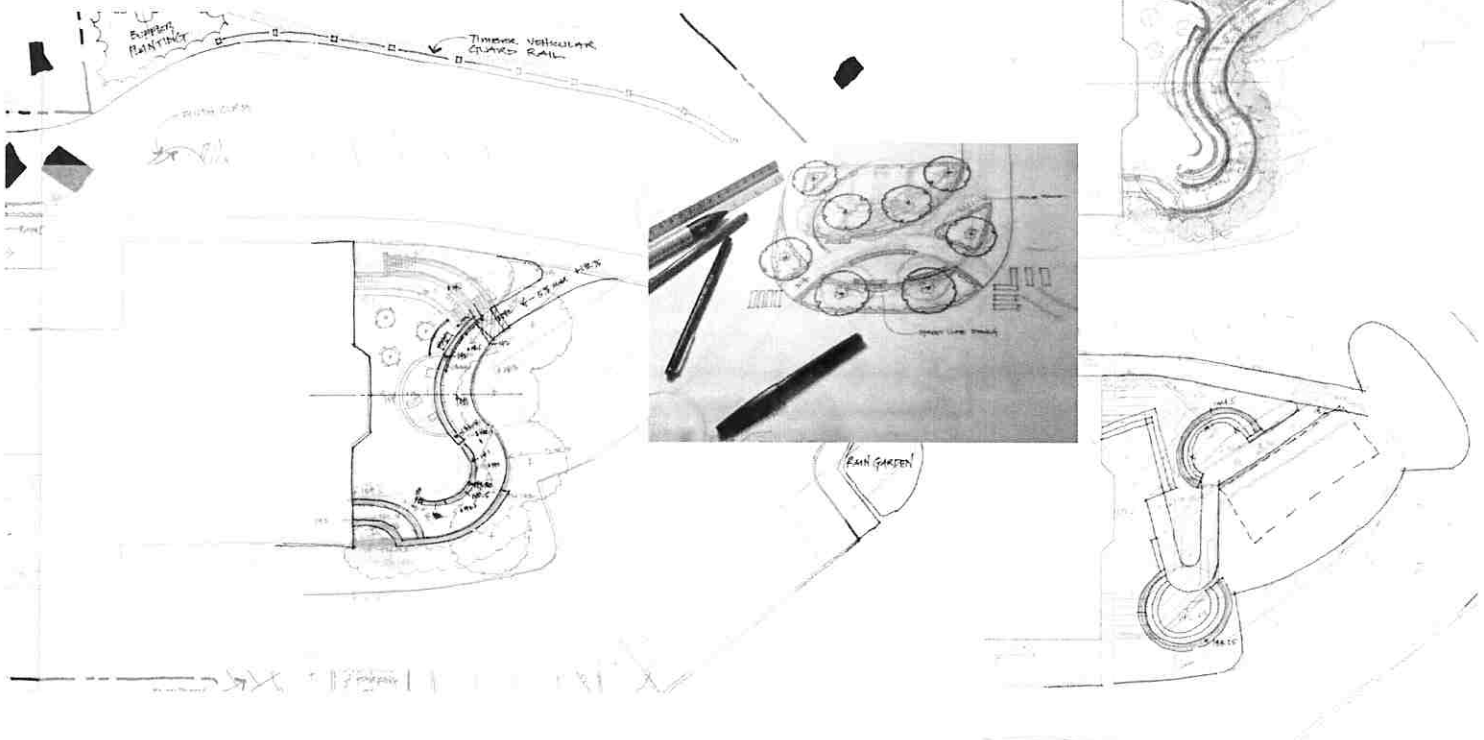


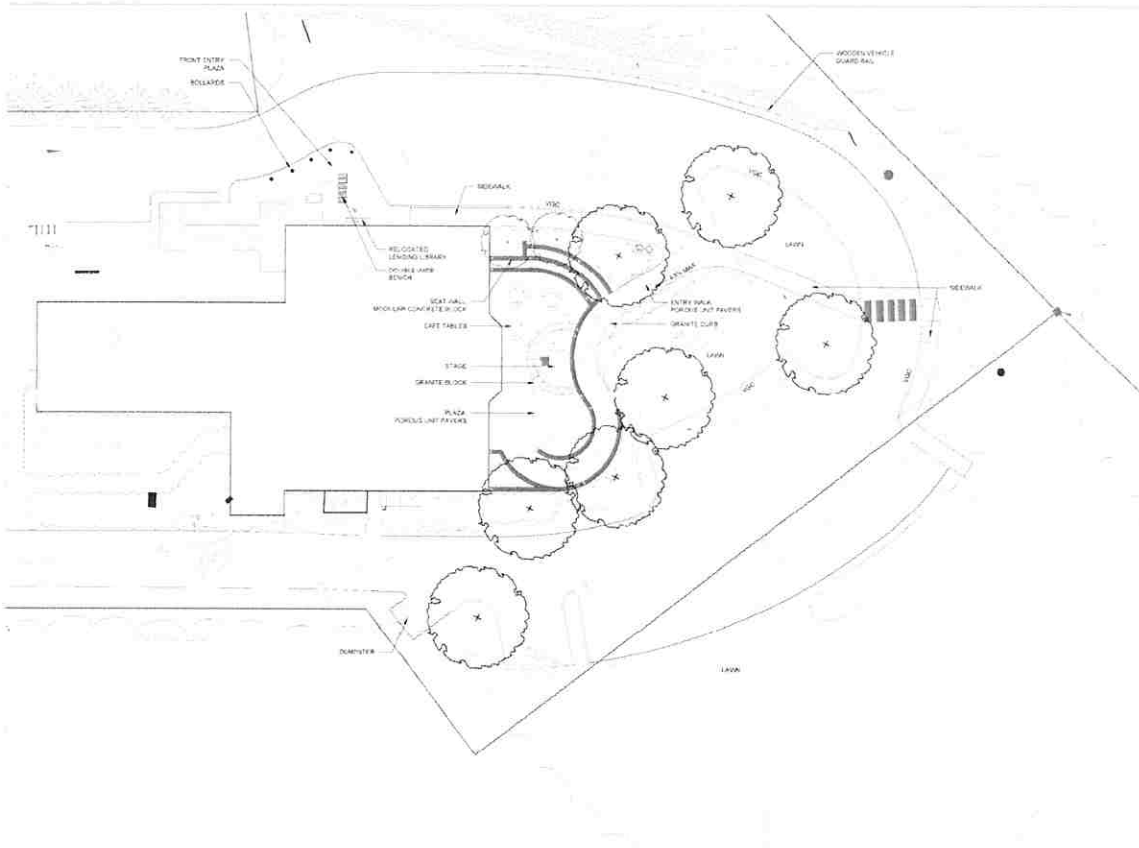


## Conceptual – Schematic Design Process

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# Design Process





**Mary E. Bartlett Memorial Library**  
Brentwood, New Hampshire

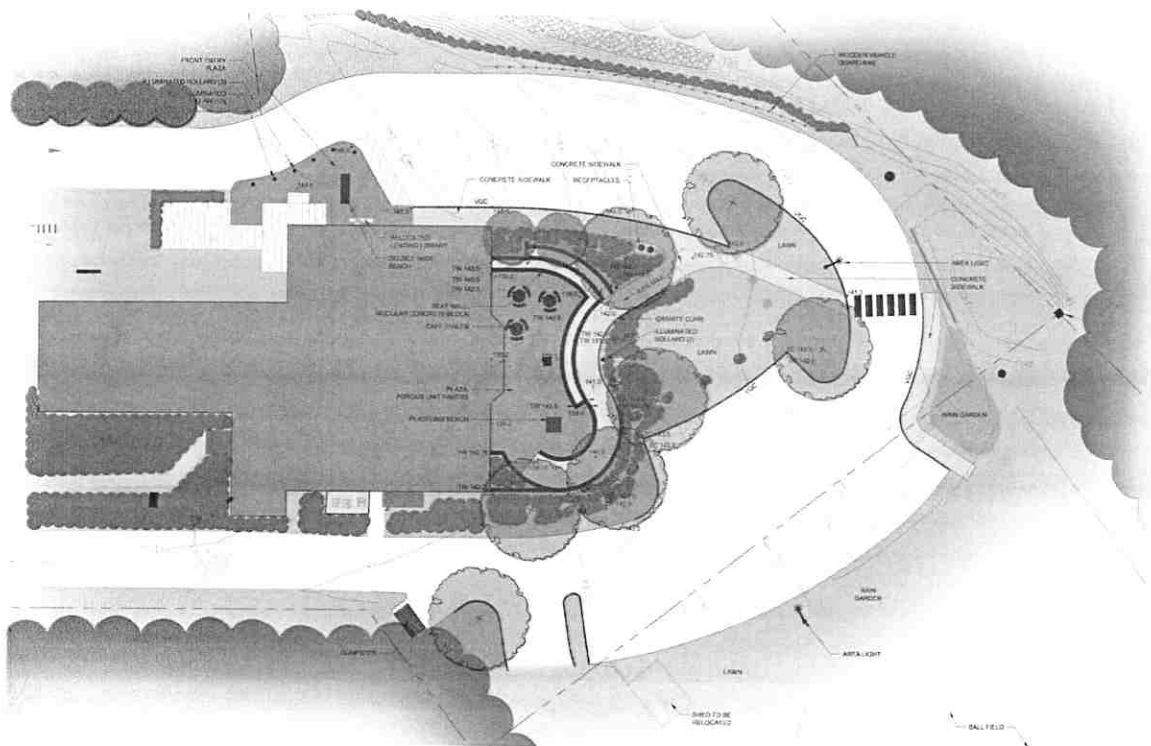
**CONCEPTUAL PLAN**

DATE	DATE	DESCRIPTION
10/15/10	10/15/10	CONCEPTUAL PLAN
DESIGNED BY	DATE	DESCRIPTION
DR	10/15/10	CONCEPTUAL PLAN
CHECKED BY	DATE	DESCRIPTION
DR	10/15/10	CONCEPTUAL PLAN
SCALE	1" = 10'-0"	

**L1**

©2010 Ironwood Design Group, LLC



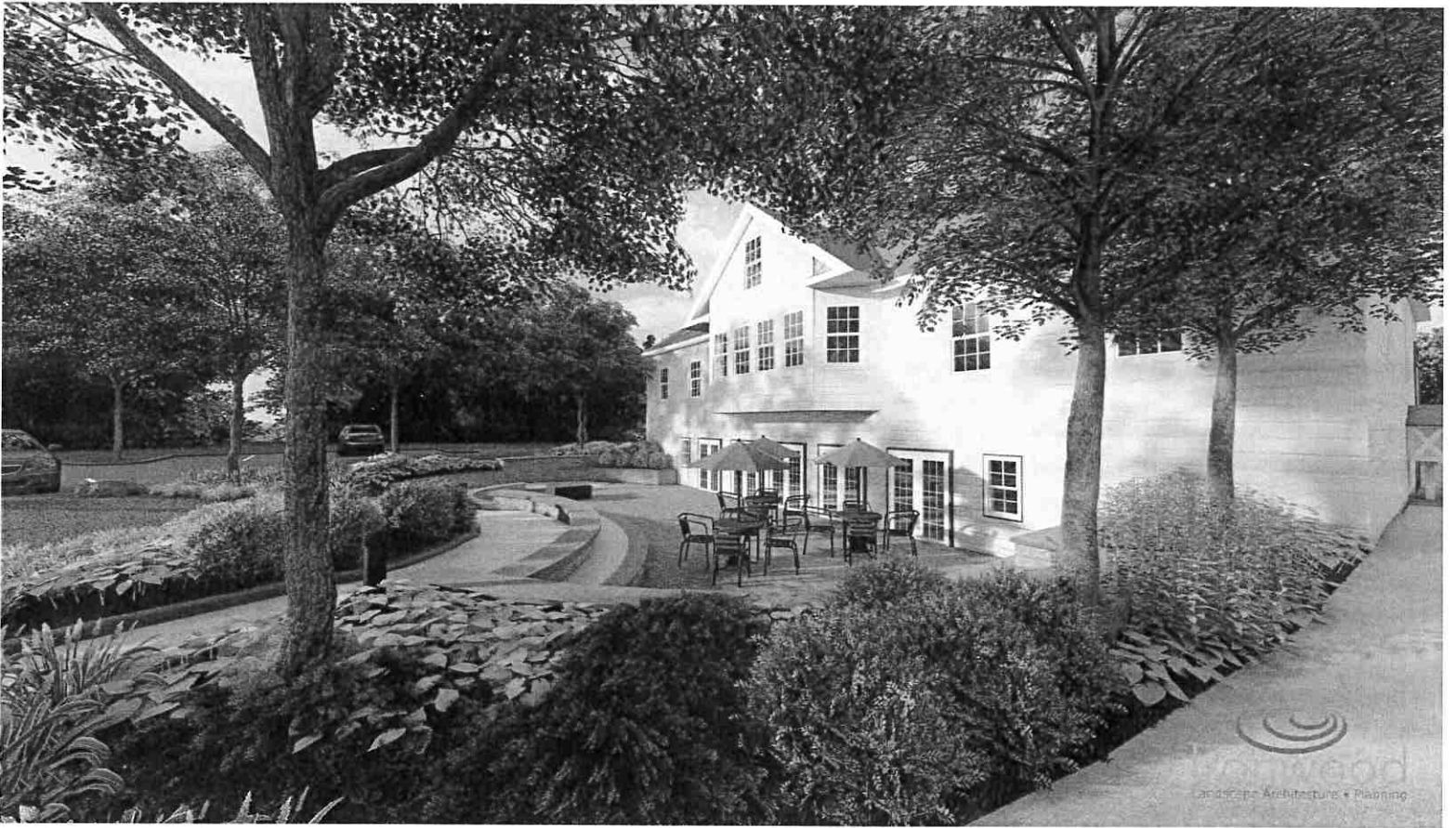




Ironwood



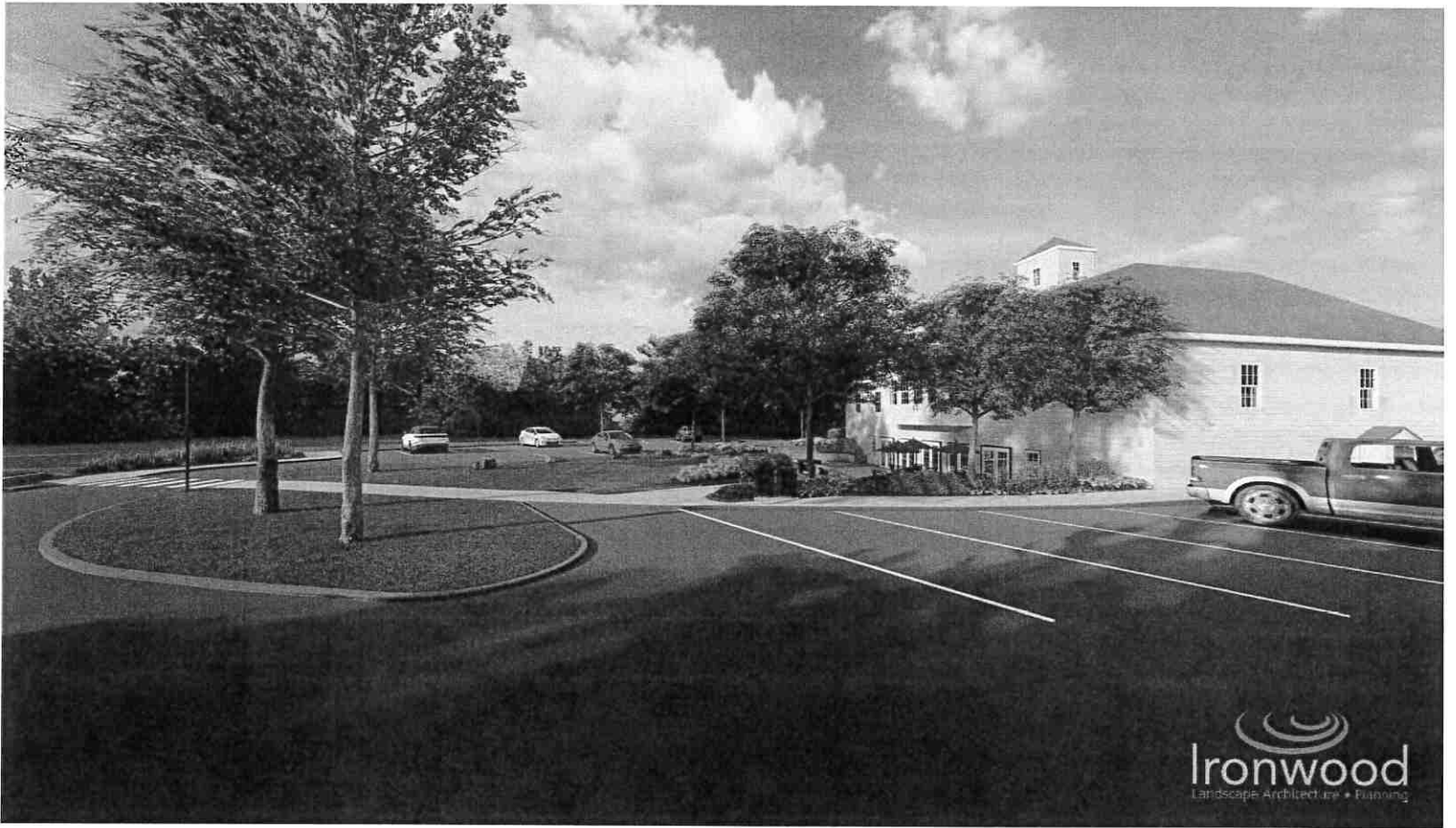
**Ironwood**  
Landscape Architecture • Planning



  
Hartwood  
Landscape Architecture • Planning



Ironwood



  
**Ironwood**  
Landscape Architecture • Planning



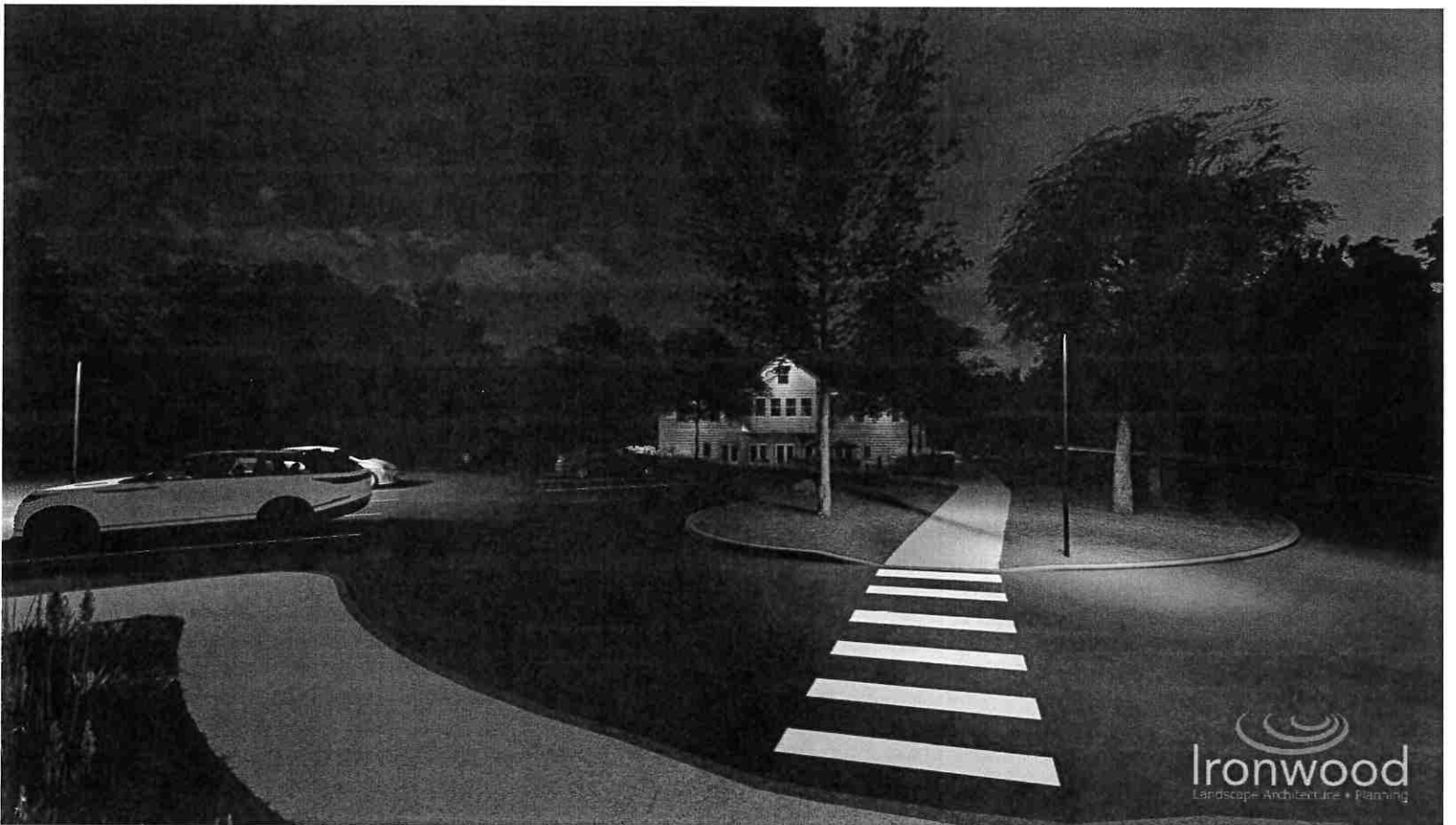
**Ironwood**  
Landscape Architecture + Planning



**Ironwood**  
Landscape Architecture + Planning



  
**Ironwood**  
Landscape Architecture • Planning



  
**Ironwood**  
Landscape Architecture • Planning

# Estimate of Anticipated Construction Cost

Mary E. Bartlett Memorial Library  
 Brentwood, NH  
 PRELIMINARY ESTIMATE OF ANTICIPATED CONSTRUCTION COSTS  
Amphitheater and Site Improvements  
 1/30/2023



SUMMARY	TOTAL	FUNDING COMPOSITION		REMARKS
		WARRANT ARTICLE	DONOR / GRANT	
I. SOFT COSTS	\$42,000	\$42,000	\$0	
I. SITE PREPARATION	\$20,800	\$20,800	\$0	
II. EARTHWORK	\$20,250	\$20,250	\$0	
IV. UTILITIES	\$59,126	\$59,126	\$0	
V. ROADWAY / HARDSCAPE	\$180,455	\$180,455	\$0	
VI. SITE IMPROVEMENTS	\$29,050	\$0	\$29,050	
VII. LANDSCAPING	\$25,655	\$17,605	\$8,050	
SUBTOTAL	\$377,336	\$340,236	\$37,100	
10% CONTINGENCY	\$37,734	\$34,024	\$3,710	
TOTAL PROJECT COST (WARRANT ARTICLE AND DONATION)	\$415,070	\$374,260	\$40,810	

## Estimate of Anticipated Construction Cost

DETAILED ESTIMATE						
<u>ELEMENT</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT COST</u>		<u>TOTAL</u>	<u>REMARKS</u>
<b>I. SOFT COSTS</b>						
A. FINAL DESIGN, ENGINEERING, CD's, PERMITTING	1	b. @	\$42,000.00	/b-	\$42,000	
<b>SOFT COSTS TOTAL</b>					\$42,000	
<b>II. SITE PREPARATION</b>						
A. MOBILIZATION	1	b. @	\$17,500.00	/b-	\$17,500	
B. TRAFFIC AND PARKING CONTROL	1	b. @	\$6,000.00	/b-	\$6,000	
C. TREE AND PLANT PROTECTION ALLOWANCE	1	b. @	\$500.00	/b-	\$500	
D. EROSION CONTROL	1	b. @	\$1,800.00	/b-	\$1,800	
E. DEMOLITION	1	b. @	\$5,000.00	/b-	\$5,000	
<b>SITE PREPARATION TOTAL</b>					\$30,800	
<b>III. EARTHWORK</b>						
A. MISC. COMMON EXCAVATION	280	cy @	\$35.00	/cy	\$9,800	
B. GRAVEL	100	cy @	\$40.00	/cy	\$4,000	
C. CRUSHED GRAVEL	90	cy @	\$45.00	/cy	\$4,050	
D. BOULDER PLACEMENT	8	ea @	\$300.00	/ea	\$2,400	
<b>EARTHWORK TOTAL</b>					\$20,250	
<b>IV. UTILITIES</b>						
A. LIGHTING INFRASTRUCTURE ALLOWANCE (CONDUIT, CONNECTION, CONTROLS)	1	b. @	\$16,000.00	/b-	\$16,000	COMPLETE IN PLACE
B. LIGHT POLE AND LED LUMINAIRE ASSEMBLY	2	ea @	\$5,200.00	/ea	\$10,400	COMPLETE IN PLACE
C. PRECAST CONCRETE LIGHT POLE BASE	2	ea @	\$1,000.00	/ea	\$2,000	COMPLETE IN PLACE
D. ILLUMINATED BOLLARD ON AMPHITHEATER WALK	2	ea @	\$2,100.00	/ea	\$4,600	COMPLETE IN PLACE
E. ILLUMINATED BOLLARD AT ENTRANCE	3	ea @	\$2,300.00	/ea	\$6,900	COMPLETE IN PLACE
F. CATCH BASIN MODIFICATION	1	ea @	\$750.00	/ea	\$750	COMPLETE IN PLACE
G. SMALL DRAIN INLET STRUCTURE AND CONNECTION	2	ea @	\$1,000.00	/ea	\$2,000	COMPLETE IN PLACE
H. PERFORATED PIPE, GEOTEXTILE, STONE	162	lf @	\$38.00	/lf	\$6,156	COMPLETE IN PLACE
I. INFILTRATION RAIN GARDEN (NO OVERFLOW OR UNDER DRAIN)	860	sf @	\$12.00	/sf	\$10,320	COMPLETE IN PLACE
<b>UTILITIES TOTAL</b>					\$58,126	

## Estimate of Anticipated Construction Cost

V. ROADWAY / HARDSCAPE						
A. BITUMINOUS PAVEMENT	12,425	sf @	\$3.00	/sf	\$37,275	Assume 50% cost sharing with annual pavement maintenance fund.
B. VERTICAL GRANITE CURB	535	lf @	\$26.00	/lf	\$12,060	COMPLETE IN PLACE
C. WOOD VEHICULAR GUARD RAIL	90	lf @	\$65.00	/lf	\$5,850	COMPLETE IN PLACE
D. MODULAR CONCRETE BLOCK RETAINING WALL	540	sf @	\$65.00	/sf	\$35,100	COMPLETE IN PLACE
E. CONCRETE RETAINING WALL CAP	260	lf @	\$22.00	/lf	\$5,720	COMPLETE IN PLACE
F. CONCRETE SIDEWALK	1,700	sf @	\$7.50	/sf	\$12,750	COMPLETE IN PLACE
G. POROUS UNIT PAVERS	1,320	sf @	\$36.00	/sf	\$40,320	COMPLETE IN PLACE
H. UNIT PAVERS	600	sf @	\$30.00	/sf	\$18,000	COMPLETE IN PLACE
I. BOLLARD (NON-ILLUMINATED)	3	ea @	\$1,900.00	/ea	\$5,700	COMPLETE IN PLACE
J. PAVEMENT MARKINGS	320	sf @	\$24.00	/sf	\$7,680	COMPLETE IN PLACE
<b>ROADWAY / HARDSCAPE TOTAL</b>					<b>\$180,455</b>	
VI. SITE IMPROVEMENTS						
A. 8" DOUBLE WIDE BENCH	1	ea @	\$3,900.00	/ea	\$3,900	COMPLETE IN PLACE
B. RECEPTACLES	2	ea @	\$2,750.00	/ea	\$5,500	COMPLETE IN PLACE
C. CAFÉ TABLE WITH CHAIRS AND UMBRELLA	3	ea @	\$1,550.00	/ea	\$4,650	COMPLETE IN PLACE
D. PLATFORM BENCH	3	ea @	\$5,000.00	/ea	\$15,000	COMPLETE IN PLACE
<b>SITE IMPROVEMENTS TOTAL</b>					<b>\$29,050</b>	
VII. LANDSCAPING						
A. TREES						
1. DECIDUOUS SHADE TREE	7	ea @	\$950.00	/ea	\$6,650	COMPLETE IN PLACE
2. DECIDUOUS FLOWERING TREE	2	ea @	\$700.00	/ea	\$1,400	COMPLETE IN PLACE
B. SHRUB PLANTING						
1. LARGE SHRUB	38	ea @	\$100.00	/ea	\$3,800	COMPLETE IN PLACE
2. MEDIUM SHRUB	15	ea @	\$65.00	/ea	\$975	COMPLETE IN PLACE
3. GROUND COVER	109	sq @	\$32.00	/sq	\$3,488	COMPLETE IN PLACE
C. TURF						
1. 4" LOAM (STD SANDY LOAM)	50	cy @	\$55.00	/cy	\$2,750	COMPLETE IN PLACE
2. FINE GRADE / PREPARE SEED/SOIL BED	4,320	sf @	\$0.35	/sf	\$1,442	COMPLETE IN PLACE
3. LAWN SEED, HYDROMULCH, TACKIFIERS	4,320	sf @	\$1.25	/sf	\$5,130	COMPLETE IN PLACE
<b>LANDSCAPING TOTAL</b>					<b>\$25,955</b>	

## Bidding Strategy

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- Conceptual design cost estimate provided a “planning level” evaluation
- Cost estimation is more difficult (post-COVID) w/r/t building materials and labor costs
- Identify a bidding strategy that provides flexibility to ensure the will move forward
  - Add or Deduct Alternatives
  - Unit Pricing
  - Identify a few qualified bidders as opposed to an open public bid

## Next Steps

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- Advance the preferred amphitheater design
  - Refine layout and materials selections
  - Advance drainage system and roadway engineering
  - Finalize lighting selection and controls
  - Prepare construction details and written specifications
  - Work with Town staff on bidding strategy and front-end specifications (administrative and contractor legal requirements)

# Timeline Proposal

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- June
  - Refine layout and materials selections
  - Advance drainage system and roadway engineering
  - Finalize lighting selection and controls
- July
  - Work with Town staff on bidding strategy and front end specifications (administrative and contractor legal requirements)
  - Complete bid documents and provide to selected contractors
- August
  - Contractor bidding
- September-November
  - Construction

# Questions and Answers

Jeffrey Hyland, PLA, ASLA, CLARB

[Jhyland@FeWood.com](mailto:Jhyland@FeWood.com)



# TOWN OF BRENTWOOD

## EARNED TIME PROPOSAL

### Formula Earned Time Town Employees (8 Hour Workday)

<u>Years of Service</u>	<u>Hours/Yr</u>	<u>Hrs/Month</u>	<u>Old Hrs/Yr</u>
0-1 Years Service	88 Hours	7.33	104
1-5 Tears Service	128 Hours	10.67	104
5-10 Years Service	168 Hours	14.00	156
10-15 Years Service	188 Hours	15.66	156
15+ Years Service	228 Hours	19.00	208

### Formula Earned Time Police and Salaried Positions (10 Hour Workday)

<u>Years of Service</u>	<u>Hours</u>	<u>Hrs/Month</u>	<u>Old Hrs/Yr</u>
0-1 Years Service	92 Hours	7.66	104
1-5 Tears Service	134 Hours	11.16	104
5-10 Years Service	176 Hours	14.66	156
10-15 Years Service	197 Hours	16.41	156
15+ Years Service	239 Hours	17.91	208

\*5% added to accrual of hours based on 10-hour workday vs 8-hour workday

\*\*5 Paid Sick is not calculated in this category

### Formula for FF/EMT Earned Time

Earned time will be calculated at the same ratio that other full-time employees' time is calculated. The non- Fire/EMT full time employees work 2080 regular hours per year. Full time Fire/EMT employees work approximately 2496 hours per year. The ratio of earned time hours is calculated as follows:

Employees with 0 up to 1 yrs of service       $88/2080 = .0426$   
 $.0423 * 2496 = 106$  hours  
 $106/12 = 8.33$  hrs/mo  
Plus 5 sick days @ 24 hours = 120/12  
months  
**= 18.33 hours earned a month**

Employees with 1 up to 5 yrs of service       $128/2080 = .0615$   
 $.0615 * 2496 = 153$   
 $153/12 = 12.75$  hrs/mo  
Plus 5 sick days @24 hours = 120/12  
months  
**= 22.75 hours earned a month**

Employees with 5 up to 10 yrs of service       $168/2080 = .0807$   
 $.0807 * 2496 = 202$   
 $202/12 = 16.83$ hrs/mo  
Plus 5 sick days @24 hours = 120/12  
months  
**= 26.83 hours earned a month**

Employees with 10 up to 15 yrs of service     $188/2080 = .0903$   
 $.0903 * 2496 = 226$   
 $226/12 = 18.33 \text{ hrs/mo}$   
Plus 5 sick days @24 hours = 120/12  
months  
**= 28.33 hours earned a month**

Employees with 15+ yrs of service     $228/2080 = .109$   
 $.109 * 2496 = 273$   
 $273/12 = 22.75 \text{ hrs/mo}$   
Plus 5 sick days @ 24 hours = 120/12  
months  
**= 32.75 hours earned a month**



30 Linden Street • Exeter, NH 03833-2622  
tel: 603.775.8400 fax: 603.775.8673

[www.sau16.org](http://www.sau16.org)

DAVID RYAN, Ed.D.  
Superintendent of Schools

HEATHER MURRAY, MPA, SHRM-CP  
Director of Human Resources

RENEE BENNETT, Ed.D.  
Director of Student Services

ESTHER ASBELL, Ed.D.  
Associate Superintendent

CHRISTOPHER M. ANDRISKI, Ed.D.  
Assistant Superintendent for  
Curriculum and Assessment

MOLLIE O'KEEFE, MBA, MSF  
Executive Director of Finance and Operations

5/4/23

Karen,

I would like to request the \$55,202.11 available balance of impact fees for the Brentwood School District. The impact fees will be used to offset the cost of a safety project that is on the town of Brentwood's capital improvement plan.

In addition, per the school board the Police/Fire is contributing \$10,000 toward the safety project.

Could you please send the check payable to to the Brentwood School District to:

Attn Erica Inglis-Macduff  
30 Linden Street  
Exeter, NH  
03833

Sincerely,

Mollie O'Keefe

*Mollie O'Keefe*

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EQUAL OPPORTUNITY EMPLOYER – EQUAL EDUCATION OPPORTUNITIES

Each graduate demonstrates engaged learning and citizenship through the ability to solve problems independently and collaboratively with perseverance and resilience, and communicates solutions with confidence and empathy.