

Selectboard Minutes

March 26, 2024

Present: Jenn Jones, chair
Andy Artimovich, vice chair
Jon Morgan
Paul Kleinman
Letty Bedard

At 6pm, Jones called the meeting to order.

The Board signed the payroll and accounts payable summary register.

Artimovich motioned, seconded by Morgan, to enter into non-public for personnel and legal at 6:03pm. Artimovich – aye; Morgan – aye; Kleinman – aye; Bedard – aye; Jones – aye. Motion carried.

At 6:13 pm Artimovich motioned, seconded by Morgan to come out of nonpublic. Artimovich – aye; Morgan – aye; Kelly – aye; Kleinman – aye; Jones – aye.

At 6:14pm, Jones called the meeting back to public session.

Artimovich motioned, seconded by Morgan, to seal the non-public minutes. All in favor. Motion carried.

Artimovich motioned, seconded by Kleinman, to accept the consent agenda which consisted of public minutes from 3/19/2024, non-public sealed minutes from 3/19/2024, recreation manifest, the treasurer’s report (found at the end of these minutes), and the following building permits:

- River Run Development, 5 Edgewater Drive, Building – new dwelling
- Andrew & Cynthia Avelis, 64 Haigh Road, Solar
- Lanchoney Family Rev Trust, 49 Robinson Street, Building
- Jeffrey & Kathleen Donald, 227 South Road, Electrical

All in favor. Motion carried.

Morgan asked about item d under 5 on the agenda. He noted it was crossed out and questioned whether it could still be addressed. Jones responded it could be spoken about during public comment or as part of board updates.

Jones opened the meeting to public comment at 6:16pm.

Robert Span, Peabody Drive, shared with the board that he attended the Exeter River Advisory Committee meeting last week. He explained the revised feasibility study would be available April 30. Span stated he appreciates the time the Selectboard has given to the Pickpocket Dam issue. He expressed concern that the board was “missing the point” and believes the Selectboard has the ability to make comments to the Town of Exeter.

Span stated a member of the Exeter River Advisory Committee asked how to get Brentwood involved. Russ Dean, Exeter Town Manager, has agreed to copy the Selectboard on communication with Karen Clement, Town Administrator. According to Span, there is a plan to hold up to 4 different meetings on the Pickpocket Dam and the grant. He believes Exeter is expecting comments from Brentwood.

Span stated he does not believe there is a need to wait for legal counsel’s response to make comments to the Town of Exeter. He shared the Conservation Commission statutorily has a duty to protect wetlands in Brentwood. Span urged the

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Selectboard to comment to the Town of Exeter and to not allow action to be held up with advice on the legal standing.

Morgan agrees with Span's comments and believes it is a serious enough issue to make a statement. He noted that as the elected board representing the town, the Selectboard should make a statement.

Kleinman agreed with Morgan and believes Brentwood is a stakeholder potentially affected by the dam's removal.

Crystal Span, Peabody Drive, stated that if Brentwood loses the Exeter River, residents and voters will wonder what the Selectboard did or did not do to prevent it.

Jones closed public comment at 6:24pm.

Lt. Doty, Brentwood Police Department, was present to speak about the progress of the building committee. He explained Kip Kaiser, Building Inspector/Code Enforcement officer has been instrumental in the process with the site work. Doty noted Kaiser's expertise has helped get the committee to their current point. Doty noted the next step is to get thoughts onto paper. He explained Dan Tenney from Weston & Sampson was invited to attend the meeting.

Tenney, Senior Project Manager and Lead Architect, was present to answer questions about the abbreviated feasibility study. He explained it was the next step in a process that had already been started with site plans developed and a study done by Norwich University a few years prior. Tenney explained his firm's involvement would be the next step. He added it would be site plans, building plan concepts, understanding the scope of the project, funding and selling the project to the community.

Doty explained Weston & Sampson offers everything under one roof. Tenney expounded on that and explained his firm is a multi-disciplinary company focusing mostly in New England with expansion down the eastern coast. He explained his firm covers disciplines such as civil engineering, permitting, structural engineering, mechanical engineering, plumbing engineers, and environmental engineering. Tenney explained the collaboration helps make it seamless to the customers.

Jones asked if the timeframe was a 90-day window. Tenney confirmed that was correct and explained the goal would be to offer an updated snapshot of the objectives, feasibility feedback on the site, and a road map for moving forward. He explained their involvement is one step of a longer process.

Morgan questioned the abbreviated feasibility study and asked if there would need to be a more wholesome study done. Tenney responded that there will be some details that need to be examined further. Morgan asked for clarification on that. Tenney explained the results would offer a working basis of design for the project – showing the size of the building, characteristics, location on the property, site elements such as parking, water, roads, sewer. Tenney added they would have some recommendations on the most appropriate type of construction and cost projection.

Tenney noted that his firm does not do cost estimates. He explained they utilize a third party and added some rough figures could be provided based on historical data. Tenney also explained the firm will not go too far into design based on the budget.

Kleinman explained he read the scope of work. He questioned how many person hours that covers. Tenney responded they call it level of effort. He explained that is something they have developed internally. Tenney added it would be billed in increments and their services will be offered within that budget and the town will not be billed hourly.

Kleinman asked if there is intent in continuing with the town after the proposed scope of work is completed. Tenney responded that it is their hope that if the effort is successful the relationship would continue. Kleinman asked if there is an estimate on the number of hours the firm would provide. Tenney responded internally they do, but he explained there is

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someone else that typically handles that piece. He added effort will be seen.

Chief Ventura, police chief, joined remotely to weigh in and answer board questions. He noted this was a necessary step in the process. Tenney added his firm will offer a basis of design which describes the project and examines possible site constraints, timeline, possibilities for the current building, and more. He added his team would be communicating with the building committee and will be available to ask questions and listen to input on needs.

Bedard asked if the presentation could be sent to the Selectboard. Tenney requested the email address for submission be provided to him. Clement provided him with her email address.

Jones explained the building committee voted to move forward with this and to present it to the Selectboard for approval. She added the vote was contingent upon the warrant article for renaming the Capital Reserve Fund (CRF) passing. Jones noted the vote passed at the recent Town Meeting.

Artimovich expressed concern that with a project this size, the town has historically had more than one bid. Jones asked Chief Ventura to speak to that concern. Ventura responded that Eric Kelly and Jared Wright-Ward made a recommendation to work with Weston & Sampson based on their previous involvement with the company. He added bidding will be done as the process continues. Ventura noted that both Kelly and Wright-Ward believe it is a good price.

Kleinman asked if there was a need to do the motion today. Jones responded that Ventura has expressed a desire to keep the process moving and complete as much of the work in 2024 as possible, to allow for polished options to be presented at Town Meeting in 2025. She added there is not a super urgency, but there is a desire to keep things moving. Morgan added that the feasibility study is a very early part of the process. He stated he would like the board to not get hung up on a minute detail. Kleinman stated he would like to wait another week to have the opportunity to review the presentation. Jones stated that if the board feels the need to wait, they certainly can. She noted that the building committee already voted to move forward.

Morgan motioned, seconded by Bedard, to approve the Weston & Sampson abbreviated feasibility study as outlined in their scope of work and to expend \$10,000 from the Capital Reserve Fund: Municipal Building. In Favor – 4; Opposed – 0; Abstained – 1 (Kleinman). Motion carried.

Jones explained the junkyard permit for the Webb Property was tabled from the last meeting. She explained there were some unanswered questions that needed addressing before the board could take a vote. Clement read a response to a few of Kleinman's questions which had been emailed to Glenn Greenwood, Town Planner. She read, "The actual permit is associated with an individual or business name. The use of the land as a junk yard is a legally existing, non-conforming use and is not changed by property ownership. The only reason for the permit to cease to be appropriate is if the use changed in some substantial way such as enlarging or being used in a way different than what the permit provides. My understanding is that the permit for this property has been issued for many years and I am unaware of any change in the use."

Clement stated she is not aware of any issues with compliance or of any complaints against the property. Kleinman noted he felt better knowing the permit was associated with a person. Leslie Webb, Middle Road, was present to answer the board's questions and address any concerns. She explained she has been in Brentwood for 60 years and is looking to retire. Webb explained her real estate agent, Lynn Merrill, has packets of information on the property and information given to interested parties is that the continuation of the junk yard is not a guarantee.

Jones asked if the junk yard is active. Webb responded that she has been removing items from the property including 4 truckloads of tires.

Artimovich motioned, seconded by Morgan, to sign the permit to operate a junk yard on the Webb property. All were in favor. Motion carried.

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Andy Gray, Recreation Director, was present to discuss the updated contract with Kingston Parks & Rec and the use of the Brentwood Recreation van. He explained he implemented the previous change requests and presented the board with the updated version.

Gray explained changes made to include Kingston being responsible to tow the van should it break down during their use, the stipend information was clarified, along with mileage reimbursement requests. Bedard suggested language changed to state "Kingston's possession" instead of "middle of a trip".

Kleinman asked if the Memorandum of Agreement (MOA) is already in effect. Gray responded it has not yet been signed. He added he wanted to get the Selectboard's approval first. Kleinman stated he would like an indemnification clause. Clement responded that the language on the MOA was from Primex. Bedard asked if the MOA would be signed every time. Clement responded that the plan was for it to be signed once a year. Artimovich stated that the way the MOA is written, it is per use. Morgan voiced his concern about the lack of indemnification language.

Jones suggested changing the timeframe as well, so they do not have to fill out the form every single time. Morgan asked if Kingston Rec will be requesting every use. Gray confirmed they would be. Clement added that the mileage will need to be tracked. Kleinman requested indemnification language be added basically saying that if Kingston Rec is involved in any incident due to negligence Brentwood would be indemnified for that loss. Artimovich suggested the contract become one page and track mileage in a log.

Jones stated that Gray would include indemnification language, use a mileage log, and merge the contract into one page. Gray will follow up with the changes. Artimovich asked when the document is needed. Gray responded he would like to have it in effect before summer.

Gray requested \$4,284.97 from impact fees toward 2 training mats and a pitching machine for the growing cricket program. Jones asked how many people have utilized the program. Gray responded the first year about 12 people participated, last year there were about 30 people and about 16 in the eight-week summer session. Morgan asked if there is a fee charged. Gray answered it is \$75 per participant and is one of the more expensive recreation programs.

There was discussion about the pitching machine and the availability of power to operate it. Jones asked if the purchases would qualify for use of recreation impact fees. Gray confirmed they would. Gray stated he wanted to purchase from a reputable vendor with a quality product. Morgan suggested getting information on the pitching machine and whether it could be used for baseball. Jones asked if there were enough funds in the recreation impact account. Clement confirmed there was.

Bedard motioned, seconded by Morgan, to expend up to \$3,300 from recreation impact fees for the purchase of 2 cricket training mats. All were in favor. Motion carried.

Jones noted there were 3 applicants for the current opening on the Recreation Commission. All three applicants were present to speak to the board.

Kellie Risner-Day, Rhodes Circle, stated she raised 3 children and has lived in Brentwood for nearly 20 years. She explained she has coordinated the Daddy/Daughter dance and believes serving on the Rec Commission would be another opportunity to serve the community further. Kleinman asked if Risner-Day has attended any meetings. She responded that she has attended some meetings over the last few years.

Ryan Trout, Vahey Drive, was present to speak with the board. He explained he has coached basketball for a few seasons and has a child involved in recreation programs. Trout stated he believes recreation programs should offer fair play, conflict resolution, level playing fields, challenges, and betterment of the children participating. He believes serving on the recreation

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commission would allow him to help impact the community. Kleinman asked if he has attended any meetings. Trout responded he has not attended meetings. He added he believes he can work well with the other commissioners and also shared he speaks with Gray on many matters.

Liz Faria, South Road, explained to the board that she is committed to the mission of the Recreation Department. She added she has attended many meetings over the last few years and attends senior luncheons. Faria suggested some new opportunities through the Recreation Department including connecting seniors from Three Ponds with other seniors in the community. She added she is interested in the physical building as well and believes if the building is in better shape, rentals could exceed 70 per year. Faria added her experience has covered all age ranges throughout her career and supports some intergenerational recreation activities.

Morgan stated he was personally excited about Trout's application and his involvement in the athletic community of the town. Artimovich asked if the Recreation Commission has an opinion. Gray responded that they support Risner-Day as a full member. Kleinman believes Faria should fill the role because she has applied three times to become a commissioner. Artimovich asked Morgan why he would go against the recommendation of the Recreation Commission. Morgan questioned if the Recreation Chair and the recommended candidate were related. Julie Velevis, Recreation Commission Chair, confirmed that was accurate. Morgan stated he supports diversity of opinion serving on the board.

Morgan stated having three candidates for one position is a good "problem" to have. He thanked everyone that applied for showing interest and applying. Bedard asked what the make-up of the remaining members of the board is. Velevis responded it was a mixture of people who have younger children, older children, and grown children. Artimovich asked how long the term was for. Clement responded it is a 3-year full member appointment. Jones asked when the next opening would be. Clement responded next year.

Morgan motioned, seconded by Jones, to appoint Ryan Trout to the Recreation Commission as a full member for a three-year term. In Favor – 4; Opposed – 0; Abstained – 1 (Kleinman). Motion carried.

Jones stated she is not opposed to sending a letter to the Town of Exeter regarding the Pickpocket Dam. She believes there might be some confusion on the board's stance. She asked for input from other board members. Kleinman suggested changing the language in the last paragraph to state stakeholders or their designees and possibly list out who the stakeholders would be. Jones suggested striking the third paragraph to avoid sounding adversarial and offer a more collaborative tone. She noted that Exeter has been communicating with Brentwood and does not want to give the impression otherwise. Bedard asked what the last sentence of the first paragraph was referring to. Jones answered she believes it was the report coming out.

Kleinman suggested instead of striking the paragraph completely to possibly change the wording. Bedard asked if there was any information on the Great Dam outlining the projections versus actual results that could be examined in the Pickpocket Dam issue. Bedard stated she desires the letter to be clear. She asked if Conservation Commission could post on the website about any upcoming meetings on the Pickpocket Dam.

More discussion ensued about the letter. Jones asked if the board was okay with Clement wordsmithing the letter based on the discussion. Bedard asked if it could be sent to the board individually. Clement stated it could be but they could not suggest edits because it would constitute a meeting and the document would become public.

Morgan motioned, seconded by Artimovich, to allow Clement to make the necessary changes to the letter, sign it, and send the letter to the Town of Exeter. All were in favor. Motion carried.

Jones will send Span an email to let him know the board's plan to move forward with a letter.

Clement presented the board with a request from road agent, Wayne Robinson, to expend \$274,910 from the Capital

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Reserve Fund: Highway Vehicles to purchase a 2024 Western Star 49X diesel. Clement added that the plow would be an additional \$8,986. Jones suggested using ARPA to make up the difference. Bedard asked how much was available in ARPA funds. Clement responded that it is at \$123,000 remaining.

Morgan is not opposed to the purchase. He, however, would like to see a substantive plan on truck replacements. Bedard suggested that plan exists with the Capital Improvement Plan (CIP). Artimovich stated the highway department laid out a plan to replace the 2011 truck in 2025; the 2006 truck in 2026; and to purchase a 6 wheeled dump truck in 2029. Kleinman questioned the need for the truck to be replaced. Jones questioned why the purchase request went from 2025 to 2024.

Morgan would like to see a list of information on the current fleet, maintenance information, and mileage.

Jones suggested the Selectboard and Planning Board meet to discuss the CIP or at least have the Selectboard review the CIP. Bedard questioned the need for the Planning Board to be part of it. She added it was a subcommittee that worked on the CIP. Artimovich suggested the board review it and ask questions. Bedard stated there should be minutes to those meetings. There was discussion about possibly delaying summer meeting schedule or adding additional meetings. Clement mentioned 4/2 and 4/16 as possibly being heavy with agenda items. Jones and Clement will discuss the planned agenda for those 2 meetings and decide how to move forward with scheduling the CIP.

Artimovich had no committee updates.

Morgan shared the Recreation Commission has a meeting tomorrow at 6:30pm at the Brentwood Recreation Center.

Morgan shared the Economic Development Committee has no planned meetings at this point. Jones asked if there was a plan to put up the Bring It to Brentwood signs again. Morgan responded that it could be considered and added he would like to have a purpose behind putting them back up.

Kleinman shared Bedard attended the Planning Board meeting recently on his behalf. He noted that she enjoyed it so much that she requested she become the Selectboard representative and Kleinman be the designee in her absence. Artimovich suggested Bedard give up a few of her committees. Bedard responded that her obligations are not monthly, but instead quarterly.

Artimovich stated the next Emergency Drill will be graded and held on April 3.

Bedard motioned, seconded by Artimovich, to have Bedard serve as the Selectboard representative to the Planning Board and Kleinman to serve as the official designee in the event Bedard cannot attend. All were in favor. Motion carried.

Bedard shared that the Planning Board elected Kristin Aldred as the chair, Stef Kizza as the vice-chair, and named Mark Kennedy as an alternate member. She added that Hobby Tracks on Route 125 was briefly discussed. Bedard added the draft of land use audit was also discussed. She also shared that the Housing Audit's key findings were the lack of a workforce housing ordinance, middle housing, and an ADU ordinance. Jones asked if there would be a public presentation. Bedard stated there would be.

Bedard shared that the Communications Committee is continuing to work on AV tasks in the Cross Room. She requested information on Comcast internet speeds and what speeds the town is paying for. Bedard shared the committee is looking to start the transition of handing off the website starting in June with September as the goal for finalizing the hand off.

Artimovich asked why the term end dates were not listed on the website. Bedard responded they are found on the board pages, not on the directory of employees page.

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Bedard asked when new accounting software could be purchased or what the process would be. Clement responded that an RFP would have to be created. Bedard stated the software appears to be 30-40 years old. Clement confirmed that assessment. Jones asked how much new software would be. Clement said she was unsure. It would depend on the modules, she explained as it would have to have fund accounting, cash receipts, cash disbursements, and tie into AP and possibly tax as well. Clement added there is money in the CRF that is already started. Transitioning would entail pricing out, RFPs, and demos. Jones asked what CRF it would fall under. Clement responded CRF: Software.

Morgan asked what Clement needs from the board to make it happen. Clement responded more time. Jones asked when the optimal time to switch would be to cause the least amount of chaos. Clement responded before tax bills and budget season starting. Jones asked if 2 months was enough time. Clement responded it would not be.

Bedard suggested putting out the RFP now so they would be ready to go once the tax bills went out. Clement explained that the town is using BMSI which has been purchased by gWorks. She explained customer service is not what it used to be. Clement explained we had one go to person that could assist us with everything and that is no longer how it works. She explained her plate is very full and she would need to find the time to dedicate to just that project to make sure it is done right.

Jones asked what Clement needed from the board. Clement responded she needs to lay out everything on her plate and prioritize some things or hire more help. Morgan stated the town is functioning as a skeleton staff. Jones added that Clement's department was downsized by one a few years ago. Bedard asked if the reconciliations were brought back in house if it could create a new position. Clement responded the outsourcing costs about \$18,000 a year. She added you could not get a finance director for that pay, nor would it be a full-time position.

Kleinman asked if choosing accounting software is something the communications committee could do. He noted Bertoulin is technical. Clement responded she agrees that he is good at the technical piece but is hesitant to use someone who is not boots on the ground or familiar with day-to-day operations. She noted the website is beautiful and it functions well for the residents. Clement explained that behind the scenes has not been as easy as she had hoped.

Clement noted a new staff person could also pose issues, such as not having a designated space for the person. Another concern would be the financial aspect and skill level of a position that would not warrant full-time employment. Jones stated that the plan seems to be that Clement will have some offline conversations and brainstorming with her staff and come back to the board with recommendations to help her move forward.

Bedard asked if it was possible for the Selectboard to get bottom line numbers from every department before the budgets are examined department by department. Jones responded it is something that can be examined ahead of budget season.

Janice Wiers, library director, stated summer is the busiest time for the library. She added she has always appreciated the opportunity to be later in the budget season.

Bedard asked about the progress of the recreation access road. Clement responded that the trees have been removed and the next phase will start soon. Bedard asked when the road would be open. Morgan responded before summer.

Jones had no committee updates.

Wiers announced the amphitheater work is continuing. The next phase is the curbing, she explained. Wiers requested continued patience from the community as the entrance/exits may change day-to-day.

At 8:21pm, Artimovich motioned, seconded by Bedard, to adjourn the meeting. All were in favor. Motion carried.

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Respectfully submitted,

Tamera Peek

WEEKLY TREASURER'S REPORT				
DATE:			3/26/2024	
General Fund:		TD BANK		
Previous Balance:		5,567,523.39		
Deposits:		33,363.75		
Payroll:		36,407.58	DDP: \$35,521.02	
			CHK: \$886.56	
FICA:		8279.30		
A/P:		53,928.76	Reg A/P Cks \$53,928.76	NHRS \$
			Swasey \$	CO-OP: \$
Transfer to Impact Fees		3,618.00		
Admin CC Paid				
Transfer to Rec CC		(\$100.00)		
Account Balance:		5,498,553.50		
Interest Earned YTD:		53,114.97		
<hr/>				
Joyce A. Gallant, Treasurer				