

## Selectboard Minutes

April 2, 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.

Glenn Greenwood, Town Planner and Jack Mitchell, Budget Committee Chair, were present to discuss the Capital Improvement Plan (CIP) with the Selectboard. Greenwood explained that because Brentwood collects impact fees, there is a statutory requirement to have a CIP. The degree to its use is completely up to the town, according to Greenwood. He explained the past 8-9 years, the document has been short and concise. He further explained, in the last few years it has become a full-fledged tool for the community.

Greenwood explained the CIP is done by the Planning Board because of state law. He shared that Planning Board formed a committee made up of Planning Board members, Selectboard members, and Budget Committee members. Greenwood stated having people from the budget committee served a good purpose. He added Bedard, as a member of the CIP committee, requested the document explain the budgetary process more. Greenwood stated that is something they will try to incorporate.

Greenwood explained there is a fine line between the CIP being a wish and a forward-looking document with plans that can be accomplished. He added a good CIP will show a town what it does for capital expenditures. Greenwood also explained the CIP will show necessary and desired items. He stated both can be important because communities with zero vision who focus on the immediate tax impact pay a price in the long run. Greenwood noted that the other important piece to remember about the CIP is that it is advisory. He suggested that when a department head changes when an item should be purchased or a project should be done, their reasoning should be listened to.

Kleinman feels the committee was very expansive on getting items and projects onto the CIP. He does not feel the committee struck needs versus wants. Greenwood cautioned the board to keep the same focus it has had for the CIP and not get narrowly focused only on the budgetary impact of the document. He added that the statutes that guide the document are extremely ambiguous.

Mitchell asked Greenwood if he felt there was more that could have been included on the CIP. Greenwood responded there is always more that can be included. He noted one item that was not clear enough to the department heads when they came to meet with the CIP committee was prioritization of their items. Greenwood stated he hopes to make that clearer to departments this year. He noted it is important for the CIP committee to know what each department's top priority is.

Mitchell noted that departments might have prioritized their needs, but noted those items were not prioritized town wide. Greenwood responded it would be the responsibility of the CIP committee and it is something that can be refined in the future. Bedard responded that some departments were not used to submitting which potentially led to uncertainty of the submitters. Greenwood stated some department heads had been submitting for a long time and others were new to the process. Jones added she felt the process was more inclusive last year and noted the document will be important as the board decides how to allocate the remaining ARPA funds.

Mitchell stated the CIP was put together less than a year ago. He noted some items or focus has changed a little during that time and some pricing may have changed since the document was done. Jones asked if there was an attempt by the CIP committee to equalize costs. Mitchell responded, that to his knowledge, there was not. Greenwood added that he asked some

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department heads to allow him to shift around their requests in an attempt to balance items out more.

Morgan asked if the next CIP was coming out in September. Mitchell confirmed it would be adjusted in September. Morgan asked if a large project were to come up, could it be added to the CIP at any time. Greenwood stated the Planning Board must adopt the CIP yearly and noted it can be adjusted at any point. Mitchell reiterated that the CIP is completely advisory.

Jones noted some items on the CIP are strictly guesstimates. Greenwood confirmed some of the large ticket items are estimates and inflation was not fully taken into consideration. He also noted that if an item, such as a new fire truck, can be obtained through grants the tax impact to the town could be less. Greenwood explained that if an item needs to be added to the CIP, it is easy to do and can be done during any legally posted meeting.

Jones asked if there was an important project that the town became aware of that needed to be done would it be required to be added to the CIP before it could be completed. Greenwood responded that if something important needed to be done, just do it. Jones asked what the threshold was for projects/purchases to not be required to be on the CIP. Greenwood responded the town has set that threshold amount to be for projects/purchases higher than \$10,000. Mitchell asked who decides the threshold amount. Greenwood responded if the Planning Board was solely handling the CIP, it would be the Planning Board. He added that it could be the CIP committee or the Selectboard making those changes.

Mitchell explained that while the budgetary amounts might not be considered, he had a few examples. He explained if the 20-year open space bond were accepted in the amount of \$288,750 that would reflect as about \$155 per \$400,000 assessed property value. The amount would decrease as time goes on. Mitchell noted that if the 4-million-dollar municipal complex bond was signed, that would equate to a \$385,000 first payment to about \$207 per \$400,000 assessed property value per year. Greenwood noted that the bonds were hypothetical, but the figures were based on real data through NH Municipal Bond Bank.

Bedard noted that for the highway truck purchases, there did not seem to be money factored in for escalation. Morgan noted it might be helpful to add in anticipated inflation. Bedard explained she felt it was possible to factor in some inflation since the document is reevaluated yearly. Jones noted that ARPA funds have to be allocated by the end of 2024.

Greenwood noted the department heads were good to work with to produce the latest CIP. Mitchell asked when the next round would begin. Greenwood expected that department heads would start meeting in May to be ready for budget season in September. Mitchell requested Bedard and Kleinman to be part of the next CIP committee. He also asked Doug Finan, Planning Board member, if he would consider being part of the committee again as well.

Jones asked the board when they would like to consider discussions on allocating ARPA funds. Artimovich noted that some of the 2024 items will need to be pushed to 2025. Jones asked Karen Clement, Town Administrator, if she has a preference on when ARPA should be discussed. Clement suggested maybe over the summer. Bedard questioned the amounts in the 2024 column and how some of those projects were not put into the respective budgets. She noted the library did not put the elevator into their budget and rec did not put the bathrooms into their budget.

Jones stated it was okay because some of the items are more aspirational. Bedard questioned if the direction for completing these capital projects comes from the Selectboard. Jones responded the spending comes 100 percent from the Selectboard. She feels the board could have a lot of input into when the project is done and the prioritization. Bedard voiced her concern that all the 2024 items would be pushed to the 2025 budget year. Jones noted that any of the items on the CIP could be discussed at future meetings by putting it on the agenda.

Morgan explained that the recreation department and the rec campus has been done piece mail in the past. He explained they are trying to come up with a vision and a plan. Bedard asked if the plan would be phased. Morgan responded that if constructing one building, for example, checked off a number of the CIP items it is better and more cost effective than doing

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3 or 4 separate projects which will cost more in the long run. Jones suggested that vision be put on the next CIP. Bedard asked who would put it on the plan. Morgan explained he requested the recreation department to come up with visions and next step plans.

Janice Wiers, library director, shared that the elevator on the CIP has grants and reimbursements marked as anticipated. She explained they did not budget the project because they are hopeful the library can receive grant funding to complete that project.

Clement presented the Selectboard with appointment slips that needed signing.

Artimovich motioned, seconded by Morgan, to sign the appointment slip for Heather Haggett as the Deputy Town Clerk/Tax Collector. All were in favor.

Artimovich motioned, seconded by Morgan, to sign the appointment slip for Ryan Trout as a full member of the Recreation Commission. All were in favor.

Artimovich motioned, seconded by Morgan, to accept the consent agenda which consisted of public minutes from 03/26/2024, nonpublic sealed minutes from 03/26/2024, the recreation manifest, the treasurer's report (found at the end of these minutes), and the following building permits:

- Allen Cook, 153B Pickpocket, Minor Project
- Kim Hardy, 20 Gallant Drive, Building
- River Run Development, 4 Edgewater Drive, Electrical
- River Run Development, 1 Taylor Circle, Electrical
- River Run Development, 3 Taylor Circle, Electrical

All were in favor. Motion carried.

Jones opened the floor to public comment at 6:36pm. Seeing none, she closed public comment at 6:36pm.

Wayne Robinson, road agent, was present to discuss his current fleet information with the board and to request the purchase of a new vehicle. Robinson explained he has four 6-wheeled dump trucks that are used for plowing: trucks 1, 2, 4, and 6. He explained that each plowing route takes three hours for plowing, salting, and sanding. Robinson stated there are two trucks that need replacing. The 2011 truck (truck 2) is Robinson's main focus as he has spent \$23,771.67 in 2023 to keep that truck running. He added this is the truck that has smog issues affecting the motor. Robinson explained he asked International when he purchased the trucks, how long they would last. He explained he was told they would last 18-20 years. Robinson noted that has not always been the case.

Robinson explained the 2006 truck has lasted about 18 years. He explained the dump body had to be replaced on it, as the salt weakens the bed. Jones asked if the truck was still being used. Robinson explained he put a sander on it and has continued to use it because it has plow wings for servicing the main roads.

Jones questioned the other trucks in Robinson's fleet. He responded that trucks 5 and 7 are small trucks and cannot be used for the main roads. They are utilized for developments like Stephens Drive and parking lots at BRC and Town Hall, according to Robinson. He noted that the highway department will be responsible for more roads in the next few years.

Jones questioned Robinson on placing the first purchase of the truck in 2025 on the CIP. Robinson responded that he misunderstood the amount of money available and the timeline. He added that truck prices are continuing to increase.

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Robinson noted that the original quote he received was for \$293,000. He explained that after the Town Meeting vote and the amount already existing in the account, it did not leave him with enough funds to purchase the new quoted truck. Robinson explained to the board that he explained the funding dilemma to the truck dealer. He explained that the truck dealer lowered the price by removing the plow from the bid.

Robinson shared that the plow from truck 2 could be placed on the new truck. Additionally, he noted that if something went wrong with that plow in the future, they could purchase a new in-stock one for \$8,986. Bedard asked how long the quote was good for. Robinson responded until 4/3/24. Kleinman asked if the new truck was another International. Robinson responded it would be a Western Star.

Jones questioned why Robinson moved the timing of the truck purchase from 2025 to 2024. Robinson responded it was due to the price increase of \$40,000 if he waits. Artimovich noted he has also already spent \$23,000 keeping it on the road. Jones asked if the timing would work to purchase this truck. Robinson responded that if they purchase the truck this week, it should be ready by June. He noted he could also possibly get money for the 2011 truck.

Bedard asked how long the new truck will last. Robinson responded that he was unsure but was told the previous truck would last 18-20 years. The board discussed that it would probably be half that time because of the damage salt does to the trucks. Jones suggested having a higher amount in the warrant article in the future. Jones stated that Clement confirmed that current sales quote for \$274,910 would be covered by the current Capital Reserve Funds (CRF) balance. Clement added there is \$279,000 in the CRF.

Bedard motioned, seconded by Kleinman, to purchase the 2024 Western Star plow truck for \$274,910 and to expend the funds from the CRF: Highway Vehicles. In favor – 4; Opposed – 0; Abstained – 1 (Morgan). Motion carried.

Artimovich voiced his desire for bids to be sought in the future. He voiced his concern against making large purchases without bids. Bedard asked how long the bid process would take. Clement responded it could be 6-8 weeks. Bedard asked when the truck would be available to Robinson if it is purchased now. Robinson responded by the end of the summer. Bedard asked how the truck purchase has historically been done. Clement responded, just like this.

Bedard suggested for the next truck to do the bidding process. Robinson agreed he could do that. He noted there are many companies that will not give estimates or offer bids for a year or more. Morgan stated he abstained from the vote because while he is grateful for everything the highway department does, he is uncomfortable with Robinson not having a fleet plan for moving forward, utilizing only one dealer, and the amount of money being spent on average for maintenance.

Kleinman asked how long the warranty for the new truck would be. Jeff Collins, highway employee, believes it would be 2 years. Clement was surprised. Collins offered to get the warranty information for her. Robinson explained that he visited many truck dealers but was not able to obtain quotes from those dealers.

Artimovich motioned, Bedard seconded, to allow Clement to sign the updated quote for the purchase of the Western Star. All were in favor.

Robinson explained he spoke with NH DOT about the Welcome to Brentwood sign on Route 125. Robinson explained he was told the sign was made by the State prison in Concord. He added that he was instructed to contact Ryan Lemay to coordinate getting a new sign. Robinson stated if a new sign could not be purchased, he suggested maybe he could try to repair it. Jones questioned if the sign replacement was the state's responsibility since it is on Route 125. Robinson stated he did not believe it was.

Artimovich stated he was part of the sign procurement process last time. He explained it was coordinated by Senator Barnes and the sign was obtained from the State Sign Shop in Concord. Jones asked who paid for the original signs. Artimovich

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responded the state did. Jones stated the board would like it replaced but to have the state pay for it.

Clement shared that Norm Garside would like to renew his lease to hay the George Beyea field. She explained it was a plot of land that was donated to the town and its only allowed use is haying. Jones confirmed it is something that is done every year.

Morgan motioned, seconded by Artimovich, to allow Norm Garside to hay the George Beyea field. All were in favor.

Artimovich had no committee updates. He requested Clement send him the specifics on the Stevens property, who was allowed to put up fencing and raise the cattle on the conservation land, so a letter can be drafted requesting the fencing be removed. Bedard requested clarification on Artimovich's request.

Artimovich explained that "back in the day", the Selectboard granted a resident permission to raise cattle on a piece of conservation land owned by Bruce Stevens. Clement added it was done in 2003. Artimovich added that the owner has passed away and his family has since gotten rid of the cattle. He noted the fencing remains and is being overtaken by trees and such.

Becky Dunham, Conservation Chair, stated she walked the property with Deb Briscoe to assess where the fencing should remain to prevent trucks or other motorized vehicles from accessing the land. Bedard questioned if the town is allowed to restrict access. Clement responded it was granted to them as part of the easement. Jones responded you cannot restrict public access but access by motorized vehicles could be restricted.

Artimovich asked Bedard if all the AV equipment would be running from a centralized device. Bedard responded that she believed that was the case. Artimovich suggested a USB mouse to make it easier to access the computer from his seat. Bedard added that there will be power strips which will allow the devices to remain closer to the table. Jones asked about the timeframe for everything being finished. Artimovich responded it was in the works but was relying on volunteer availability.

Morgan shared the School Board met last night. He added they will be exploring the next steps for the solar power project on April 18<sup>th</sup> at 5pm at Swasey. Morgan also stated the school board named Brian Duffy as chair and Meghan Fitzgerald as Vice-Chair. Morgan added there was a Special Education presentation by Principal Kew. He also shared that former school board chair, Alison Higgins, will remain as the chair of the Superintendent Review Committee. Morgan noted that at this time, there has not been anyone assigned to Budget Committee.

Kleinman shared that Conservation Commission meets on Wednesday.

Bedard shared she has the Seabrook Drill tomorrow.

Jones shared there was a Municipal Building Meeting today. She shared there was some good discussion about moving ahead with the feasibility study. Some potential public questions and concerns were discussed at the meeting, according to Jones. She shared the committee is continuing to meet monthly. Jones noted the meeting was recorded and reported there have been 23 views already.

Jones reminded the public and the board that summer schedule will be taking effect. There will be no meeting on April 9. Summer schedule is expected to go from April through August.

Jones also reminded the board that the next meeting will be 4/16 at the BRC where DOT will share findings on the road safety audit they completed.

Artimovich stated the meeting would be recorded but would not be live streamed.

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At 7:22pm, Artimovich motioned, seconded by Morgan, to adjourn the meeting. All were in favor.

Respectfully submitted,

Tamera Peek

WEEKLY TREASURER'S REPORT				
<b>DATE:</b>		<b>4/2/2024</b>		
<b>General Fund:</b>		<b>TD BANK</b>		
Previous Balance:		5,498,553.50		
Deposits:		50,974.60		
Payroll:		36,760.20	DDP: \$36,760.20	
			CHK: \$	
FICA:		8574.39		
A/P:		944,431.13	Reg A/P Cks \$63,299.13	NHRS \$
			Swasey \$232,200.00	CO-OP: \$648,932.00
Transfer to Impact Fees				
Admin CC Paid		(9,942.60)		
Transferto Rec CC				
Account Balance:		4,549,819.78		
Interest Earned YTD:		53,114.97		
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Joyce A. Gallant, Treasurer				