

Selectboard Minutes
June 18, 2024

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

At 6:31pm , Jones called the meeting to order.

The Board signed the payroll and accounts payable summary register.

Bedard motioned, seconded by Morgan, to accept the consent agenda which consisted of public minutes from June 4th and June 17th, the sealed, nonpublic minutes of June 17th, the recreation manifest, the treasurer's report (found at the end of these minutes), and the following building permits:

- Joshua & Melissa Bertoulin, 5 Lyford Ln, Pool
- Langdon Construction, 9 Stone Creek Dr, Plumbing
- David & Christen Doucet, 4 Prescott Rd, Electrical
- Nizam & Shamim Usta, 18 Autumn Ln, Minor Project
- Daniel & Emily Crouch, 8 Haley Circle, Plan Examination
- William & Emma Batchelder, 335 Middle Rd, Plan Examination
- Northern Elastomeric, Inc, 61 Pine Rd, Electrical

Morgan – aye; Bedard – aye; Jones – aye. Motion passed.

At 6:35pm, Jones opened the meeting up to public comment. Seeing there was none, Jones closed public comment at 6:35pm.

Chief Bird and Captain Cynewski were present to request expenditure from the ambulance fund to purchase 2 portable ventilators, one for each ambulance. Captain Cynewski explained that while a ventilator is not used often these machines would also enable them to do CPAP and BiPAP. Currently the Department is able to perform CPAP but not BiPAP. Captain Cynewski explained CPAP and BiPAP to the Board. This product is essentially the only one available for EMS. Captain Cynewski states the Department has the funds available in their ambulance fund to purchase the 2 ventilators. Jones asked if these machines would replace older equipment or if this is new equipment that will offer new services. Captain Cynewski stated that these machines would enable the department to offer new and upgraded services. Captain Cynewski explained that the 5-year service plan in the quote starts after year 1. The Board and Cynewski discussed if the cost now without the service plan and the cost with the service plan. Clement stated that the total expenditure request for 2 ventilators with the 5-year service plan would be \$43,383.24. Bedard motioned, seconded by Morgan to approve the purchase of 2 ventilators with the 5-year service plan, all in favor, motion carried.

Chief Ventura was present to discuss the Hawker's and Peddler's ordinance. Chief Ventura explained that there were some recommended changes in the verbiage, those have been considered. The updated version references the current statutes that are applicable. No other changes were made. There is a \$100 application fee and a \$500 fine if found to be operating without the application. Morgan motioned, seconded by Bedard to approve the Hawker's and Peddler's ordinance as presented, all in favor, motion carried.

Chief Ventura next discussed their department's shift differential. Chief Ventura explained that from an administrative standpoint the shift differential is time consuming and complicated. Chief Ventura stated that his department's shift

Selectboard Minutes

June 18, 2024

differential is \$1.00/hour for second shift and \$1.25 for third shift. Often times one shift includes multiple pay rates. Chief Ventura stated that he and Town Administrator, Karen Clement, ran some numbers and to eliminate the shift differential and maintain the rate of pay for Officer's would be approximately .82 cents/per hour. Chief Ventura stated he would propose a \$1/hour increase for each of his employees. Chief Ventura explained that they rotate shifts every 3 months. Clement explained that Officer's overtime rates are based on weighted averages, so if in any particular week an officer works more third shifts, their overtime rate would be higher, this would help to standardize the overtime rate. Chief Ventura added that this would make budgeting and planning much simpler. Jones asked about the impact on the budget this year. Chief Ventura stated that it would be a minimal impact as they are just averaging what they are spending now. Jones asked if this proposal had been discussed with the Officers, Chief Ventura stated it had and they are on board. Morgan stated he would like Artimovich to be present for this discussion, the Board asked Chief Ventura if this could be tabled until the next meeting, Chief Ventura was amenable to this. The Board agreed they would table this discussion until the next meeting.

Chief Ventura next discussed the Army Surplus equipment behind the Highway Shed, currently there is a large truck, a watch tower with a generator and a free-standing generator. Chief Ventura spoke and met with Sargeant Chris Bashaw of the Rockingham County Sherriff's Office regarding the equipment. Sargeant Bashaw recommended selling the equipment for \$2500. Chief Ventura stated he is asking for permission to sell the equipment and for the money from the sale to be allocated to the Police Association fund. Morgan motioned, seconded by Bedard, to approve the sale of the Army surplus equipment and for the funds from the sale to be allocated to the Police Association fund, all in favor, motion carried.

Chief Ventura and Corporal Spitalere discussed an expenditure of \$25,000. Chief Ventura stated that he was before the board several weeks ago requesting a larger sum of money but has since withdrawn that request. Chief Ventura stated that some of the needs in this request were scheduled for last year but 2 of the older cruisers required maintenance. The current request consists of \$12,000 to update two older cruisers and the Lieutenant's cruiser; the purchase of 2 stop sticks, approximately \$800 a piece; money to finish wrapping the cruisers so that they all look the same, the purchase of active threat kits; and 2 patrol room workstations. Jones asked if any of the requests are appropriate for current budget line items. Ventura stated that the Cruiser updates and wrapping would exceed his maintenance budget. Chief Ventura stated he could likely cover the stop sticks and active threat kits for about \$3,000. Clement stated the workstations could be funded through the Capital Reserve Fund for IT& Hardware. Chief Ventura stated that currently he has approximately 55% of his budget left, so there isn't a lot of leeway. Morgan stated that while he is a big supporter of the Police Department he sees this as a unique opportunity where we can use ARPA funds to generate revenue for the Town in certain regards by funding projects that are not budgeted. Morgan continued and explained that he feels strongly that the remaining ARPA funds should go towards funding these types of projects and that the Police Department should use their budgeted funds for the above mentioned expenses. Corporal Spitalere explained the concerns with the Lieutenant's cruiser and the Charger. Morgan stated that he believes all of these concerns are important and reasonable but feels strongly these things should be factored into the budget. Chief Ventura explained that he is working toward a cruiser replacement schedule. Last year 2 vehicles were purchased for PD, this year none have been purchased and no plans for one. Jones asked if there were other funding sources available, Clement stated not for the equipment because they are replacing equipment. Chief Ventura stated that he has no problem putting it in the operating budget, but at the end of the year his department will likely be over budget. Bedard asked Jones for clarity that if Chief Ventura's bottom line budget at the end of the year is in the negative because of things approved by the Selectboard, would that be seen as a problem. Jones stated she did not feel it would be seen as a problem. Bedard motioned, seconded by Morgan to approve the purchase of 2 workstations, approximately \$3500, from the Capital Reserve IT & Hardware fund, all in favor, motion carries. Jones stated that Chief Ventura has the Board's blessing to do what needs to be done for the safety of the community out of the PD budget.

The Board discussed the procedure for appointing members and alternates to committees and boards. Jones explained that in the past few years the Selectboard has found appointments to be inconsistent, dates are scattered with different appointment times throughout the calendar year, making it difficult for reappointments to be made in time. This was a two-part plan, the first being to standardize the timing for all committees and boards, the second part was to make the process more

Selectboard Minutes
June 18, 2024

collaborative between the Selectboard and the committees/boards. These changes would affect section R in the Selectboard handbook, changes include having all terms expire on June 30th, ninety days prior to a term expiring the Chair would provide the Selectboard with a position posting, they would all agree on the posting, after the 90 days the Selectboard and the Chair would review applications together. There would also be an annual meeting or possibly a couple of sessions where all new members would be trained on 91-A, conflict of interest and how to use and update the website. Bedard stated that she would like to include how to use the AV equipment to the training for new board/committee members. The Board was amenable to this. Jones explained due to the timing this year, the Board has been extending terms until the end of July. Jones, Bedard and Benedix will create a spreadsheet to clearly depict who is on each board/committee and when their terms expire. The Zoning Board of Adjustment has 2 members whose terms require renewal this evening, Doug Cowie and Ken Christiansen, both are full members. Morgan motioned, Bedard seconded, to extend Doug Cowie's ZBA term to July 31, 2024, all in favor, motion carried. Morgan motioned, Bedard seconded, to extend Ken Christiansen's ZBA term to July 31, 2024, all in favor, motion carried. Jones asked Clement if there were any other boards or committees who needed to extend their members' terms. Clement asked Janice Wiers, Library Director, who was in the audience if she would need her alternates for a quorum in the next month, Wiers stated she would have a quorum. Jones asked about the timeline for reviewing postings for boards and committees with openings. Clement stated that included in the Selectboard packet this evening were postings from the Cemetery Trustees, the Library Trustees and the Conservation Commission. Clement stated the postings were provided by board chairs and if the Selectboard is agreeable to the posting they can be posted tomorrow. Clement suggested a deadline of July 12th for the applications to give the Board time to review before their July 16th meeting. Jones asked if there were any other boards or committees that need to work through this process, Clement stated that the ZBA is in need of members and alternates, but a posting has not been provided. Jones asked about Rec, Clement stated their terms expire in December. Jones added that 2 terms expire in 2024 for Regional Association; subcommittees will be discussed at a future meeting, these subcommittees also include Economic Development, Energy and Efficiency, Communications and the Municipal Building Committee. Bedard suggested changing the email address to which responses are sent, the Board was agreeable to this. Jones asked for feedback regarding the 3 postings provided to the Board for review. Bedard asked if Library Trustees are required to be 18 years of age, the Cemetery and Conservation postings both have that requirement. Wiers stated she believed that was accurate. Morgan asked to have "eighteen" changed to "18" in the cemetery posting. Morgan motions to approve the Cemetery Trustee alternate posting, the Library Trustee alternate posting and the Conservation Commission posting with the suggested changes by the Board, Bedard seconded the motion, all in favor, motion carried. Bedard motioned to approve the changes to Section R of the Selectboard Handbook and to include AV training in those changes, Morgan seconded, all in favor, motion carried.

The Board discussed regular business. Clement provided the Board with the warrant for unlicensed dogs needing signature from Board members for civil forfeitures. Jones confirmed that this process is RSA and asked Clement how many unlicensed dogs were in town, Clement stated about 190. Bedard motioned to sign the warrant for unlicensed dogs per RSA 466:14, Jones seconded the motion, Bedard – aye; Jones – aye; Morgan – opposed; motion carried 2-1.

Clement provided the Board with a PA inventory form stating the Board will not be using PA inventory forms. PA inventory forms are used in the assessment process, they are sent to all residents and require them to list every modification they have made to their home in the past year. Clement states the Brentwood relies on building permits for this process. Morgan motioned to approve signing the PA inventory form, Bedard seconded the motion, all in favor, motion carried.

Clement discussed the Fuller Property, the Bond Bank is requiring an amendment to the LOA, adding in a section for federal tax issues stating that Brentwood is a tax-exempt organization. That is the only change. Bedard motioned to sign the change, Morgan seconded, all in favor, motion carried.

Morgan provided the Board with a Rec Commission update. The Rec is looking to move forward with converting the remaining portion of Olsen Field to tennis and pickleball courts. Morgan expects to have a proposal ready for the Selectboard in the next few weeks.

Selectboard Minutes
June 18, 2024

Economic Development is scheduled to meet this Thursday at 6pm.

Bedard updated the Board on the Communications Committee, they met last Thursday, and voted to recommend disbanding the Communications Committee in its current form. The Committee accomplished several goals including the Town Facebook, a new Town website, and setting up the AV system. Jones thanked the Communications Committee for all of their hard work. Bedard asked about the status of upgrading the Town Office's internet. Clement stated that she will follow up on upgrading the internet; the phone update is complete.

Bedard discussed the Planning Board meeting that took place on June 6th, Jenn Rowden of the Rockingham Planning Commission was present to discuss the results of the housing survey and the next phase of the Housing Opportunity Planning grant. The results of the housing survey are available online, on the Town website under Town Projects.

Jones updated the Board on the Municipal Complex Research Committee; they met earlier today. Chief Ventura held a public forum a week ago, several residents were present, Chief Ventura will plan to hold this type of forum once a month. The Committee has decided to create an FAQ section for the website regarding the Municipal Complex.

Jones stated that the Budget Committee had a walkthrough at the Fire Station on Monday and confirmed with Chief Bird that there are no major budgetary changes expected this year. The next walkthrough will be on the 27th at the Recreation Campus; walkthroughs are open to the public.

Morgan stated the next Business Breakfast hosted by the Economic Development Committee will be held in August, Chase Hagaman will be the guest speaker. Hagaman is the Department of Business and Economic Affairs' director of the Division of Economic Development.

At 7:55pm, Morgan motioned, seconded by Bedard, to enter nonpublic. Morgan – aye; Bedard – aye; Jones – aye. Motion passed.

At 8:05 pm, Bedard motioned, seconded by Morgan, to enter come out of nonpublic and seal the minutes. Morgan – aye; Bedard – aye; Jones – aye. Motion passed.

At 8:05 pm, Bedard motioned, seconded by Morgan, to adjourn the meeting. All were in favor, motion carried.

Respectfully submitted,

Jillian Benedix

Selectboard Minutes
June 18, 2024

WEEKLY TREASURER'S REPORT			
DATE:		6/18/2024	
General Fund:		TD BANK	
Previous Balance:		3,072,670.16	
Deposits:		875,421.02	
Payroll:		34,671.73	DDP: \$34,671.73
			CHK: \$
FICA:		8177.41	
A/P:		1,260,736.33	Reg A/P Cks \$86,190.75
			NHRS \$61,475.58
			Swasey \$464,138.00
			CO-OP: \$648,932.00
Transfer to Impact Fees			
Transfer REC CC			
Pd Admin CC			
Account Balance:		2,644,505.71	
Interest Earned YTD:		77,821.89	
Joyce A. Gallant, Treasurer			