



**TOWN OF BRENTWOOD  
SELECTBOARD  
TOWN OFFICES: 1 DALTON ROAD  
AGENDA FOR 08/20/2024 @ 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. Public Minutes 08/06/2024
  - b. Recreation Manifest
  - c. Treasurer's Report
  - d. Building Permits
- IV. Public Comment
- V. Discussion/Action Items
  - a. Rick Labreque, Energy Committee: O&M Agreement
  - b. Jim Hajjaar, Cemetery Trustees: Update to Rules and Regulations
  - c. Review Statements of Interest
    - i. Cemetery Trustees – Alternates
    - ii. Energy & Efficiency – Alternates
    - iii. Regional Association – 2 members, 1 alternate
  - d. Dexter Swasey, Historical Society: Building Improvements
  - e. Wayne Robinson, Road Agent: Salt bids
  - f. ARPA Funds
  - g. Grant Writer
- VI. Regular Business
  - a. Committee Updates
- VII. Any other matter that may legally come before the Board
- VIII. Non-Public Session:  
May be called at any time in accordance with Chapter 91A:3II, a, b, c, d, e, i
- IX. Adjourn

**Karen Clement**

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**From:** Jim Hajjar [REDACTED]  
**Sent:** Friday, July 12, 2024 8:40 AM  
**To:** Jennifer Jones  
**Cc:** Joyce Keegal; Jillian Benedix; justin kane; albert belanger; Karen Clement  
**Subject:** Update to Rules and Regulations Governing Brentwood, NH Cemeteries

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Completed

Jen,

The Cemetery Trustees and Superintendent are updating the cemetery rules and regulations (last updated in 2019) and we require the support of the Select Board in regards to regulating tombstone rubbings in our Town cemeteries.

Currently, our rules state

*Written permission to do tombstone rubbings must be obtained first from by the Board of Selectmen [RSA 289:22]. The Superintendent will accompany all such activities*

The actual NH RSA 289:22 which covers stone rubbings states

***289:22 Stone Rubbings.** – No person shall make gravestone rubbings in any municipal cemetery or burial ground without first obtaining the written permission of the town selectmen or the mayor of a city or designee. Before granting such permission, the selectmen or mayor will ascertain to the best of their ability that the person making the request knows the proper precautions to be taken and the proper materials to be used for this activity. The town selectmen or city mayor or their designee shall notify the cemetery trustees of the request and its disposition. Any person who violates the provisions of this section shall be guilty of a misdemeanor.*

The Superintendent feels strongly that we should generally not allow stone rubbings because of the possible damage that can occur to tombstones (especially our older stones). The Trustees agree with the Superintendent in this regard.

We would like to update our rules to state

*"Per the Select Board, tombstone rubbings are prohibited. Contact the Superintendent of Cemeteries for more information on stone rubbings"*

The Trustees are requesting that the Select Board support and approve our suggested change to the cemetery rules to prohibit stone rubbings. We did put in a clause about contacting the Superintendent for more information because we feel that there may be cases where circumstances support a stone rubbing, but we believe that only if the Superintendent approved and accompanied the requestor should a rubbing be performed. For example, if the historic society or a remote family descendent wanted a rubbing, the Superintendent could approve and oversee the activity. Perhaps the Select Board could

officially appoint the Superintendent as their "designee" per 289:22 to also further support our objectives?

Please let me know if you need me to attend a Select Board meeting to discuss, or if this is something that you can address with the Select Board directly.

I have copied all the Trustees and Superintendent on this email so we can put this request into our meeting minutes under correspondences.

Respectfully,

Jim Hajjar  
Chair Brentwood Cemetery Trustees



Town of Brentwood | Town Administrator's Office  
1 Dalton Road, Brentwood, NH 03833

## STATEMENT OF INTEREST

Membership Application for  
Boards, Commissions and Subcommittees

Selection: CEMETERY TRUSTEE

Select one:  New  Re-Appointment      Select one:  Voting Member  Alternate  Advisory

Name: ALBERT EDWARD BELANGER

Address: [REDACTED]

Email: [REDACTED] Phone: [REDACTED]

Statement of Interest including experience, background, qualifications, etc. (may attach additional pages).

I have been active in the care of Brentwood cemeteries for much of my residence in Brentwood which commenced in 1964. In the 1980s, I was hired to mow the sole, official Brentwood Town Cemetery known as the Veasey Cemetery as well as those few other private burying grounds around town where Perpetual Care Trust Funds had been established and administered by the town. I also served as a Trustee of Trust Funds, the elected entity that oversees all Trust Fund Accounts under the town's authority, from 1985 to 1994.

Since 1997, for each three year term I have been elected to the Board of Cemetery Trustees. When a fellow citizen recently expressed interest in running for my expiring term in 2023, I decided it was time to make room for new blood to carry on the mission. I continue to attend the Trustee monthly meetings as a stand-by Alternate Trustee, and respectfully apply to the Select Board for official appointment to that position.

I understand that:

- This application will be presented to the Brentwood Select Board only for the position specified above and not for subsequent vacancies on the same committee.
- This application will be available for public inspection (personally identifying information such as home address will be redacted).

After submitting this application for appointment to the Town Administrator:

- The application will be reviewed by the Select Board and the intended board, commission or subcommittee.
- The Select Board will vote on your potential appointment at a subsequent meeting.
- If appointed, you will be notified by the Town Administrator and will be required to complete any necessary paperwork prior to the start of your service on the board, commission or subcommittee.

My signature below indicates that I have received a copy of New Hampshire's Right to Know Law, RSA Chapter 91-A, and the Town's Conflict of Interest Policy as adopted under RSA 31:39-a, and that I have read and understand the rules and regulations.

Signature: Albert Edward Belanger Date: 29 MARCH 2024

To be completed by Select Board upon appointment:

Date Appointed: \_\_\_\_\_ Term Ending: \_\_\_\_\_  Voting Member  Alternate  Advisory

Signed: \_\_\_\_\_



Town of Brentwood | Town Administrator's Office  
1 Dalton Road, Brentwood, NH 03833

### STATEMENT OF INTEREST

Membership Application for  
Boards, Commissions and Subcommittees

Selection: Cemetery Committee

Select one:  New  Re-Appointment      Select one:  Voting Member  Alternate  Advisory

Name: Caleb Labbe

Address: [REDACTED]

Email: [REDACTED] Phone: [REDACTED]

Statement of Interest including experience, background, qualifications, etc. (may attach additional pages).

I've been attending the cemetery committee meetings now for well over a year, and I have enjoyed learning about the operations of the cemetery.


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Signature:  Date: 5/6/24

To be completed by Select Board upon appointment:

Date Appointed: \_\_\_\_\_ Term Ending: \_\_\_\_\_  Voting Member  Alternate  Advisory

Signed: \_\_\_\_\_



Town of Brentwood | Town Administrator's Office  
1 Dalton Road, Brentwood, NH 03833

## STATEMENT OF INTEREST

### Membership Application for Boards, Commissions and Subcommittees

Selection: Advisory

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Select one: New Re-Appointment Select one: Voting Member Alternate Advisory

Name: Patrick Marcoux

Address: [REDACTED]

Email: [REDACTED]

Phone: [REDACTED]

**Statement of Interest** including experience, background, qualifications, etc. (may attach additional pages).

Hello my name is Patrick Marcoux and I have been asked to fill in as the new Conservation Commission Representative on the E&E Committee. I have a background in Agriculture and land use policy and can't wait to delve deeper into our town's energy!

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My signature below indicates that I have received a copy of New Hampshire's Right to Know Law, RSA Chapter 91-A, and the Town's Conflict of Interest Policy as adopted under RSA 31:39-a, and that I have read and understand the rules and regulations.

Signature: Patrick Marcoux

Date: 7/15/2024

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To be completed by

Select Board upon appointment:

Date Appointed: \_\_\_\_\_ Term Ending: \_\_\_\_\_ Voting Member Alternate Advisory Signed:

20230518



Town of Brentwood | Town Administrator's Office  
1 Dalton Road, Brentwood, NH 03833

# STATEMENT OF INTEREST

Membership Application for  
Boards, Commissions and Subcommittees

Selection: Brentwood Energy and Efficiency Committee

Select one:  New  Re-Appointment

Select one:  Voting Member  Alternate  Advisory

Name: Connor Floyd

Address: [REDACTED]

Email: [REDACTED]

Phone: [REDACTED]

Statement of Interest including experience, background, qualifications, etc. (may attach additional pages).

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Signature: Connor Floyd

Date: 08/15/2024

To be completed by Select Board upon appointment:

Date Appointed: \_\_\_\_\_ Term Ending: \_\_\_\_\_  Voting Member  Alternate  Advisory

Signed: \_\_\_\_\_

Brentwood Energy and Efficiency Committee,

I am a lifelong resident of Brentwood, New Hampshire and a recent graduate from the University of New Hampshire with a B.S. in Mechanical Engineering. I am eager to engage with my community, and I believe that I would be a good fit for an alternate with the Brentwood Energy and Efficiency Committee.

During my education at UNH, I participated in the UNH Energy Club and founded the Electric Vehicle Organization (EVO). A shared goal within these on-campus organizations was to provide more information on how energy affects everyone and help guide people on a path to be more conscious of where their energy comes from and how they use it. This was accomplished by thorough research on topics related to energy usage, generation, and storage. As the founder of EVO, I created entertaining education material for club members such as interactive quizzes, slide shows, and hosting booths at events.

I am currently employed at Waldron Engineering and Construction, Inc. in Exeter, New Hampshire (January 2024 - present; Summer 2023 Internship). In my position, I contribute to the design and installation of Battery Energy Storage Systems, combined heat and power plants, and other smaller energy generating solutions. In addition, I perform both cost and greenhouse gas modeling of various energy solutions for clients. Often, clients are interested in reducing their greenhouse gas emissions at a reasonable cost. For example, looking at the differences between natural gas, fuel oil, or biomass firing for a boiler and their effect on emissions and cost. My responsibilities also include code, law, and ordinance review and compliance.

I believe that I would be a good fit for the alternate position with the Brentwood Energy and Efficiency Committee where I could learn from the community, committee members, and through researching contemporary issues within my town. I have experience and passion and would be an excellent contribution to the future of this committee and to helping the Brentwood

Energy and Efficiency Committee. Thank you for the opportunity to briefly discuss my experience and for your time to review. Thank you for the opportunity to briefly discuss my experience and for your time to review. I want to thank you for allowing me to share some of my experience and for taking time to review my statement.

Connor Floyd

# Connor P. Floyd

## EDUCATION

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University of New Hampshire - Durham, NH  
*B.S. Mechanical Engineering*

January 2020 - January 2024

Pinkerton Academy - Derry, NH

August 2015 - June 2019

- AP Statistics, Computer Systems 2, AP Macro/Micro Economics

## EXPERIENCE HIGHLIGHTS

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UNH InterOperability Laboratory (IOL) - Durham, NH

Summer 2018

*Hightech Bound Summer Internship*

- IT Administration, deploying Airtames (casting device) and assisting coworkers with new systems
- Installed Professional-Grade Media Devices in Meeting Rooms, Hallways, and Collaboration Spaces
- Made oral presentations to IOL staff and parents of interns on using Airtames

Kerner's Car Care - Exeter, NH

June 2019 - August 2019

*General Service Technician*

- Worked As a General Service Technician, Selling and Installing Various Under-Car Automotive Products
- Reduce costs for customers and the company by locating problems quickly.

Engineer in Training UNH Technical Service Center - Durham, NH

May 2022 - October 2022

*Engineer in Training*

- Assist Staff With Laboratory Equipment Setup, Use, and Maintenance
- Managing Tasks and Communicating With Faculty and Staff to Minimize Disruption
- Design Safety Fixtures for Industry Equipment

Waldron Engineering & Construction, Inc.

*Mechanical Engineering Intern*

May

2023 - August 2023

*Staff Mechanical Engineer I*

January 2024 - Current

- Design for process systems related to energy and utility generation and distribution
- Produce Heat Balance Diagrams, P&ID's, Drawings, Equipment specifications

## SKILLS

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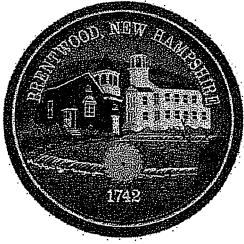
- Proficient in cable termination (T-568A&B), TCP/IP, Cisco IOS, Excel/Office Suite, Solidworks, MATLAB, Simulink, AutoCAD, Revit 2023, PipeFLO, CAESAR II, and MIG/TIG welding processes
- Working knowledge of Fusion360, Blender, HTML5, Python and Java
- Research & computer equipment repair, maintenance, software, and hardware installation

## ORGANIZATIONS AND ACTIVITIES

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- University of New Hampshire Precision Racing (FSAE) - Car 134, 119

- Director of Engineering at the University of New Hampshire's Electric Vehicle Association
- Founding Member
- SkillsUSA - 2017-2018
- Pinkerton Academy Vex Robotics- 2016-2018. Entered state championships two years in a row



Town of Brentwood | Town Administrator's Office  
1 Dalton Road, Brentwood, NH 03833

## STATEMENT OF INTEREST

Membership Application for  
Boards, Commissions and Subcommittees

Selection: alternate - Regional Associations Committee

Select one:  New  Re-Appointment      Select one:  Voting Member  Alternate  Advisory

Name: Dawn Hanik

Address: [REDACTED]

Email: [REDACTED]

Phone: [REDACTED]

Statement of Interest including experience, background, qualifications, etc. (may attach additional pages).

Background is in education. I have always worked in low income areas. I would like to contribute to the Brentwood community. I teach Sunday school at Epping Community church. My family is involved in volunteer work through the cub scouts.

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Signature: Dawn Hanik

Date: 8/10/24

To be completed by Select Board upon appointment:

Date Appointed: \_\_\_\_\_ Term Ending: \_\_\_\_\_  Voting Member  Alternate  Advisory

Signed: \_\_\_\_\_



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### STATEMENT OF INTEREST

Membership Application for  
Boards, Commissions and Subcommittees

Selection: Regional Associations

Select one:  New  Re-Appointment      Select one:  Voting Member  Alternate  Advisory

Name: Laura Hajjar

Address: [REDACTED]

Email: [REDACTED]

Phone: [REDACTED]

Statement of Interest including experience, background, qualifications, etc. (may attach additional pages).

see resume attached

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My signature below indicates that I have received a copy of New Hampshire's Right to Know Law, RSA Chapter 91-A, and the Town's Conflict of Interest Policy as adopted under RSA 31:39-a, and that I have read and understand the rules and regulations.

Signature: *Laura Hajjar*

Date: 7-20-2024

To be completed by Select Board upon appointment:

Date Appointed: \_\_\_\_\_ Term Ending: \_\_\_\_\_  Voting Member  Alternate  Advisory

Signed: \_\_\_\_\_

Laura L. Hajjar



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#### SUMMARY

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Accomplished non-profit professional recognized for work ethic, flexibility, resource development, mentoring, and project management. Strengths in collaboration, team building, delivery and management of a variety of projects. Backed by training in research, program evaluation methods, and diverse and under-represented populations through Community Social Psychology.

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#### EDUCATION

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**University of Massachusetts Lowell, M.A. Community Social Psychology, May 2016**

Honors: PSI CHI, the International Honor Society of Psychology

Awarded the Outstanding Graduate Student in Psychology based on excellence in academia, research, published works, and community impact.

**University of Massachusetts Lowell, Workplace Diversity Graduate Certificate, May 2015**

**Northern Essex Community College Certificate: Grant Writing**

**Franklin Pierce University B.S., Business Management with High Honors, May 1989**

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#### SKILLS

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**Software Proficiency** - Microsoft Suite, SIS, Certified in Raiser's Edge NXT, proficient in several other fundraising software platforms, SPSS

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#### AREAS OF EXPERTISE

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##### **Fund Raising**

- Provide program evaluation for non-profits to assess fundraising process and activities and provide an individualized plan for improved fundraising.
- Create fund raising plan of action to improve outcomes of donor retention, number of gifts, and level of giving based on best practices.
- Evaluation of software and implementation of new fund raising databases.
- Board education in fund raising best practices and board diversification.
- Create and implement fund raising plans with demonstrated success for a variety of non-profits.
- Successful grant writing to private foundations and government grants.
- Manage annual appeals, capital campaigns and events.
- Development of corporate sponsorships.
- Identification, cultivation, solicitation, and stewardship of donors.
- Volunteer recruitment, management, and retention.
- Data collection and evaluation.

##### **Project Management**

- Oversee the achievement of operational objectives by management of day-to day activities for HRSA federally funded grant projects as well as other funder requirements.
- Collaborate with multidisciplinary teams to drive project goals and objectives.
- Manage multiple staff members.

- Set deadlines, assign responsibilities, and monitor and summarize progress of project.
- Prepare reports for management and funder regarding status of project.
- Facilitate the team through the execution of the project.
- Monitor progress against the objectives and initiate changes to meet all objectives successfully.
- Work directly with leadership to meet project objectives, recommend improvements and develop a sustainable program.
- Manage budget, making recommendations throughout multi-year projects.
- Develop and administer mentorship programs.
- Program Evaluation
- Provide project management and tracking structure to establish consistent project management policies and guidelines.
- Evaluate existing programs through quantified and qualified data and created new trainings and processes to improve outcomes.
- Project development based on the National Standards for Culturally and Linguistically Appropriate Services in Health Care's CLAS standards.
- Outreach to recruit under-represented ethnic minority students to a university program.
- Capital project management
- Hire contractors.

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## CAREER CHRONOLOGY

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### **Self employed**

*Non-Profit Consultant*

### **Presentation of Mary Academy**

*Director of Development:*

### **University of Massachusetts Lowell**

*Annual Giving Practicum: Office of University Advancement*

*Project Manager: Bring Diversity and Leadership to Nursing*

*Project Manager: Collaborative New Graduate Nurse Residency Program*

*Assistant: School of Nursing, Clinical Services Office*

### **State Representative Linda Dean Campbell**

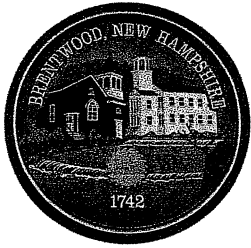
*District Coordinator*

### **First Baptist Church Methuen Historic Building Renovation and Capital Campaign**

*Project Manager*

### **Shawmut National Corp. formerly Arlington Trust Company**

*Commercial Credit Supervisor*



Town of Brentwood | Town Administrator's Office  
1 Dalton Road, Brentwood, NH 03833

# STATEMENT OF INTEREST

Membership Application for  
Boards, Commissions and Subcommittees

Selection: Regional Associations Committee

Select one:  New  Re-Appointment      Select one:  Voting Member  Alternate  Advisory

Name: Karen Veinotte

Address: [Redacted]

Email: [Redacted]      Phone: [Redacted]

Statement of Interest including experience, background, qualifications, etc. (may attach additional pages).

See attached

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Signature: Karen M Veinotte      Date: 7.22.24

To be completed by Select Board upon appointment:

Date Appointed: \_\_\_\_\_ Term Ending: \_\_\_\_\_  Voting Member  Alternate  Advisory

Signed: \_\_\_\_\_

May 13, 2024

To the Selectboard:

I am writing to express my strong interest, and to apply for appointment, to the position of voting member of the Regional Associations Committee. Serving as an alternate on the Committee for the past year, I am inspired by the Committee's important work and its positive impact in the community. My background, in volunteering with non-profit organizations in project coordination, event planning, and fund raising, a successful career in developing multi-platform marketing and advertising solutions for state, regional, local businesses, and non-profits, and in education, as a teacher, and teacher trainer of holistic writing, has given me valuable experience in collaborating with diverse teams, and in the process of decision making.

As a Brentwood resident for 45 years, and raising three children here, I have a history of service to my community: School Board, Planning Board, President of Friends of the Library, Library Trustee, Swasey School Volunteer Board, Assistant Cubmaster, Brentwood Newsletter Committee, Swasey School volunteer, and Rec Center volunteer.

Most recently, I served four years as a board member of the Friends of Dartmouth Hitchcock Norris Cotton Cancer Center, to create, promote, and execute fund raising events statewide. All funds raised go to supportive services for cancer patients and their families, and to innovative cancer research.

I welcome the opportunity to contribute my skills, experience, and dedication to the Regional Associations Committee's mission. Thank you for your consideration.

*Karen Veinotte*

Karen Veinotte

[Redacted signature area]



1024 Suncook Valley Hwy., Unit 5-D  
 Epsom NH, 03234  
 TEL: 603.736.8500  
 www.BergeronProtectiveClothing.com

# QUOTATION

No. : 214924

**Doc. Date :** 06/27/2024  
**Payment Terms :** NET30  
**Valid Until:** 12/31/2024  
**Customer PO:**  
**Salesperson :** Nathan Farnham  
**Page :** Page 1 of 2

**Bill To**

Brentwood NH Fire Department  
 Chief Joe Bird  
 419 Middle Road  
 Brentwood NH 03833-0343

**Ship To :**

Chief Joe Bird  
 419 Middle Road  
 Brentwood NH 03833-0343

Pricing Based on a Quantity of 10+ Sets of Gear

**Stock Gear G-Xtreme Coat + GPS Pant 2024 - STEDAIR CLEAR**

Quantity	Style	Description	Your Cost
1	1C7G-BPC-G	Globe G-Xtreme 3.0 Jacket, Gold Pioneer, FreeFAS Color: Gold Trim Color: Lime Yellow Glide Ice 2L Thermal Liner Stedair Clear Moisture Barrier 3" Triple Trim NFPA Basic Velcro and Snaps for Hanging Letter Patch Std Vislon Zipper In/Velcro Out Closure Std Expansion Pockets 2x8x8 W/ Fleece Hand Warmer Std Kevlar Backed Exp. Pockets Self Helmet Snap/Mic Strap/2.5x9 Velcro, Right Chest Radio Pocket 2x3.5x8, Left Chest Std 3" Trim Over Radio Pocket Mic Strap, Above Radio Pocket Std Adjustable Wrister Self Cuffs Std Collar Loop Std Square Pocket on Thermal Liner Std Neck Snaps on Collar and Liner Std Drag Rescue Device	1,911.02
1	L	GXT 3.0 Jacket Moisture Barrier, Stedair Clear	
9	19721	3" Scotchlite Letter Color: LY Add "BRENTWOOD" to Row E in 3" L/Y Lettering	40.50
1	N127132BPC	Hanging Letter Patch Color: Gold No Charge	
1	19721	3" Scotchlite Letter Color: LY	

\*Notice: Products marked as 'Contains PFAS Chemicals' are considered notification; pursuant to NH Law 154:8-c Firefighting PPE. Financing options available on turnout gear purchases. Prices quoted do not include shipping and handling. Shipping is FOB factory. This quote is based on current prices, subject to change by Manufacturer without notice. TERMS NET 30 Days. Add 3% fee when paying via credit card. Exchanges may incur additional handling charges. Late fee 2% per mo. \$25 returned check fee MC/ Visa /Discover accepted.





PREPARING  
FOR TONIGHT'S  
MEETING

# CHANGE ORDER

<b>PROJECT</b>	Mary E. Bartlett Memorial Library Amphitheater		
<b>CHANGE ORDER NO.</b>	2		
<b>DATE OF ISSUANCE</b>	March 5, 2024		
<b>OWNER</b>	Mary E. Bartlett Memorial Library & Town of Brentwood, NH	<b>CONTRACTOR</b>	Trimmers Landscaping, Inc.
<b>OWNER REPRESENTATIVE</b>	Ironwood Design Group, LLC		

The following changes in the Contract Documents are made:

- DESCRIPTION**
- Retract Change Order #1 dated 12/26/23
- REASON FOR CHANGE ORDER**
- Request by Selectboard to not exceed original contract price by balancing add/deducts.

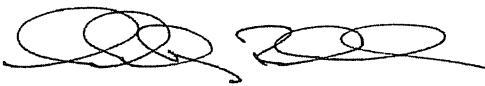
CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price \$ <u>342,252.00</u>	Original Contract Times Substantial Completion: Ready for Final Payment:
Net Changes from Previous Change Orders No. <u>1</u> to No. <u>1</u> \$ <u>7,498.88</u>	Net Change from previous Change Orders No. _____ to No. _____
Contract Price prior to this Change Order \$ <u>349,750.88</u>	Contract Time Prior to this Change Order Substantial Completion: Ready for Final Payment:
Net Increase/decrease resulting from this Change Order \$ <u>7,498.88</u>	Net Increase of this Change Order (days)
Contract Price with all approved Change Orders \$ <u>342,252.00</u>	Contract Times with all approved Change Orders Substantial Completion: Ready for Final Payment:

Signature of the Contractor indicates agreement herewith, including any adjustment in the Contract Sum or the Contract Time. Not valid until signed by the Library Trustee and the Library Trustee Representative.

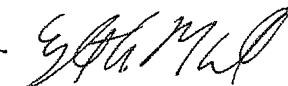
Recommended by:

Approved by:

Approved by:



Jeffrey Hyland, PLA, ASLA  
Library Trustee Representative



Ms. Liz McConnell  
Chair, Library Trustees



Branden Gallagher  
Account Manager

Ironwood Design Group, LLC  
PO Box 873  
Exeter, NH 03833

Mary E. Bartlett Memorial Library  
22 Dalton Road  
Brentwood, NH 03833

Trimmers Landscaping, Inc.  
3 Aviation Park Drive  
Londonderry, NH 03053

Date March 5, 2024

Date

Date

## CHANGE ORDER

<b>PROJECT</b>	Mary E. Bartlett Memorial Library Amphitheater		
<b>CHANGE ORDER NO.</b>	3		
<b>DATE OF ISSUANCE</b>	March 15, 2024		
<b>OWNER</b>	Mary E. Bartlett Memorial Library & Town of Brentwood, NH	<b>CONTRACTOR</b>	Trimmers Landscaping, Inc.
<b>OWNER REPRESENTATIVE</b>	Ironwood Design Group, LLC		

The following changes in the Contract Documents are made:

- DESCRIPTION**      Add / Deduct current items from the scope of work.
- Deduct - \$17,020**
- Bioretention area (\$14,750)
  - Remove lending library relocation, mailbox, etc (\$820)
  - Relocate shed (\$1,450)
- Add - \$12,036.88**
- Items identified in CO #1, dated 12/26/23 (\$7,498.88)
  - Reconfigure septic pipe and down spouts (\$2,798)
  - Abandon exterior receptacle (\$300)
  - Add two partial courses of wall block to west wall (\$1,440)

This Change Order results in a temporary reduction in the total construction contract price.

A zero net balance will be achieved with future Change Orders prior to project close-out

**REASON FOR CHANGE ORDER**      Selectboard request for a zero net increase in Town responsible construction contract value at project close-out.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price \$ <u>342,252.00</u>	Original Contract Times Substantial Completion: Ready for Final Payment:
Net Changes from Previous Change Orders No. <u>1</u> to No. <u>2</u> \$ <u>0.00</u>	Net Change from previous Change Orders No. _____ to No. _____
Contract Price prior to this Change Order \$ <u>342,252.00</u>	Contract Time Prior to this Change Order Substantial Completion: Ready for Final Payment:
Net increase/decrease resulting from this Change Order \$ <u>4,983.12</u>	Net Increase of this Change Order (days)
Contract Price with all approved Change Orders \$ <u>337,268.60</u>	Contract Times with all approved Change Orders Substantial Completion: Ready for Final Payment:

## CHANGE ORDER

<b>PROJECT</b>	Mary E. Bartlett Memorial Library Amphitheater		
<b>CHANGE ORDER NO.</b>	4		
<b>DATE OF ISSUANCE</b>	May 13, 2024		
<b>OWNER</b>	Mary E. Bartlett Memorial Library & Town of Brentwood, NH	<b>CONTRACTOR</b>	Trimmers Landscaping, Inc.
<b>OWNER REPRESENTATIVE</b>	Ironwood Design Group, LLC		

The following changes in the Contract Documents are made once this Change Order is executed:

**DESCRIPTION** Add / Deduct items as identified below from the scope of work.

**Deduct - \$3,031**

- Deduct curb and portion of sidewalk adjacent to the ballfield (\$3,031)

**Add - \$8,325.50**

- Items identified in Invoice #623696 (\$2,847.50)
  1. Final gutter connection
  2. Jack hammer and remove 12" concrete slab at front entry deck/ramp
  3. Reset mailbox
- Add curb along exit drive on right, close to septic tank (\$1,903.00)
- Repair concrete catch basin structure and reset frame (\$1,500.00)
- Install two concrete filled steel pipe bollards at accessible ramp to protect building and install existing signs on bollards (\$2,075.00)

**REASON FOR CHANGE ORDER** To correct for unforeseen existing conditions and improve the final built project

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price \$ <u>342,252.00</u>	Original Contract Times Substantial Completion: Ready for Final Payment:
Net Changes from Previous Change Orders No. <u>1</u> to No. <u>3</u> \$ <u>-\$4,983.12</u>	Net Change from previous Change Orders No. _____ to No. _____
Contract Price prior to this Change Order \$ <u>337,268.60</u>	Contract Time Prior to this Change Order Substantial Completion: Ready for Final Payment:
Net Increase/decrease resulting from this Change Order \$ <u>5,294.50</u>	Net Increase of this Change Order (days)
Contract Price with all approved Change Orders \$ <u>342,563.10</u>	Contract Times with all approved Change Orders Substantial Completion: Ready for Final Payment:

*FINAL*  
**CHANGE ORDER**

<b>PROJECT</b>	Mary E. Bartlett Memorial Library Amphitheater		
<b>CHANGE ORDER NO.</b>	5		
<b>DATE OF ISSUANCE</b>	July 9, 2024		
<b>OWNER</b>	Mary E. Bartlett Memorial Library & Town of Brentwood, NH	<b>CONTRACTOR</b>	Trimmers Landscaping, Inc.
<b>OWNER REPRESENTATIVE</b>	Ironwood Design Group, LLC		

The following changes in the Contract Documents are made once this Change Order is executed:

**DESCRIPTION** Add / Deduct items as identified below to the scope of work.

**Deduct - \$1,193**

- Additional exposed curbing in front of septic tank. *Correct for error in CO #4 cost is \$1,360 not \$1,903 (\$543)*
- Remaining balance of the transplant allowance (\$425)
- Plant size availability credit, refer to Punch List (\$225)

**Add - \$6,951.28**

- Azek siding/flashing siding repair (\$1,790.00)
- Concrete pad and truncated dome panel on ballfield side of pedestrian crossing (\$2,131). *This item is associated with a deduct error on CO #4. The actual deduct for the curb was \$900 not \$3,031.*
- Painted arrows (\$250)
- PVC irrigation sleeves (\$300)
- Dedication plaque installation (\$295)
- Planting shown on SKL-2 (\$2,185.28)

**REASON FOR CHANGE ORDER** To correct for unforeseen existing conditions, add desired items, and improve the final built project

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price \$ <u>342,252.00</u>	Original Contract Times Substantial Completion: Ready for Final Payment:
Net Changes from Previous Change Orders No. <u>1</u> to No. <u>4</u> \$ <u>\$311.10</u>	Net Change from previous Change Orders No. _____ to No. _____
Contract Price prior to this Change Order \$ <u>342,563.10</u>	Contract Time Prior to this Change Order Substantial Completion: Ready for Final Payment:
Net Increase/decrease resulting from this Change Order \$ <u>5,758.28</u>	Net Increase of this Change Order (days)
<b>Contract Price with all approved Change Orders</b> \$ <u>348,321.38</u>	<b>Contract Times with all approved Change Orders</b> Substantial Completion: Ready for Final Payment:

Contract - \$342,252      **FINAL COST (INCLUDING change orders)**  
\$348,321.38      \$6,069.38 Diff.

## Bid and Construction Administration - Fee Schedule and Staff Allocation

Mary E. Bartlett Memorial Library  
Brentwood, NH

Tuesday, November 7, 2023

TASK	STAFF CATEGORY					TOTAL HOURS	TASK TOTALS
	Principal LVA / PM	Landscape Architect	Landscape Designer	CAD/BIS Support / Design	Admin		
<b>Task 1: Bid Phase Services</b>							<b>\$4,140.00</b>
A. Review and revise town's bid ad and front end spec. Prepare bid form with bid alternates	8	0	0	0	6	14	\$1,360.00
B. Meetings, collaboration, and correspondence (Town/Civil)	7	0	0	0	0	7	\$875.00
C. Respond to bidder questions, prepare addenda	8	0	0	0	0	8	\$1,000.00
D. Review and analyze bids received, provide award recommendation	5	0	0	0	4	9	\$865.00
<b>DIRECT COSTS</b>							
Travel and Per Diem							\$20.00
Plotting and Reprographics							\$20.00
<b>Task 2: Construction Administration</b>							<b>\$9,870.00</b>
A. Site meetings and inspections w/field notes and documentation as needed (10 budgeted)	30	0	0	0	10	40	\$4,350.00
B. Submittal and substitution review and approval	12	0	0	0	3	15	\$1,680.00
C. Process payment requests and prepare change orders	10	0	0	0	5	15	\$1,550.00
D. Meetings, collaboration, and correspondence (Town/Civil)	4	0	0	0	0	4	\$500.00
E. Project close-out (document substantial completion, prepare punch list)	10	0	0	0	4	14	\$1,490.00
<b>DIRECT COSTS</b>							
Travel and Per Diem							\$150.00
Plotting and Reprographics							\$150.00
<b>HOURS BY IRONWOOD STAFF</b>	94	0	0	0	32	126	
<b>STAFF ALLOCATION</b>	74.6%	0.0%	0.0%	0.0%	25.4%		
<b>HOURLY RATE</b>	\$125.00	\$90.00	\$75.00	\$75.00	\$60.00		
<b>TOTAL STAFF COST</b>	\$11,750.00	\$0.00	\$0.00	\$0.00	\$1,920.00		\$13,670.00
<b>TOTAL DIRECT COSTS</b>							\$340.00
<b>TOTAL PROJECT FEE</b>	➔						<b>\$14,010.00</b>

→ Project Management Costs

\$50,000 budgeted w/ warrant article for engineering Reserve.



Requested \$130,000 from ARPA, to cover project management + encumbered funds  
Trustees voted to encumber funds, but reduced ARPA by the same amount. Reallocating those funds (\$7,906.82) would  
leave us with a total of \$122,093.18 (ARPA - \$11,290.00)

**Trimmers Landscaping Inc**  
 3 Aviation Park Drive  
 Londonderry, NH 03053  
 603-882-8888



Mary Bartlett Library  
 22 Dalton Road  
 Brentwood, NH 03833

PO #  
 Invoice # 624015  
 Invoice Date 4/25/2024

**Invoice Balance \$1,500.00** ✓

Email: angelab@trimmerslandscaping.com  
 Website: www.trimmerslandscaping.com

Refer to CO #4

Date	Description	Qty	Price	Total
4/25/2024	Replacement of Lower Basin	1.00	1500.00	1500.00

**Terms** Payment due in 15 days  
**For** 22 Dalton Road, Brentwood NH 03833

**Subtotal** 1500.00  
**Invoice Total** 1500.00

**Invoice Balance \$1,500.00**

Approve Payment of **\$1,500.00**

If you would like to receive future invoices electronically, please include your email address on this invoice stub.

*Additional consideration:*

*Cost assumed under Amphitheater project resulting in savings to town.*

**APPROVED**

**REVIEWED**  
 By Jeffrey Hyland at 3:36 pm, Jun 07, 2024

*pd.*

**To View Your Invoice Online**

Go to <https://trimmerslandscaping.manageandpaymyaccount.com/invoice/main?code=BF94C-CD6E3-1B4CA>

**Client Name** Mary Bartlett Library  
**For** 22 Dalton Road, Brentwood NH 03833  
**Invoice #** 624015  
**Invoice Date** 4/25/2024  
**Invoice Balance** \$1,500.00

**PAYMENT STUB**

Trimmers Landscaping Inc  
 3 Aviation Park Drive  
 Londonderry, NH 03053

**Amount Enclosed**

If payment is not received by the due date, late charges of 19% APR will be added to the outstanding balance. Customer will be responsible for any fees incurred by Trimmers Landscaping, Inc. in efforts to demand payment.

Card #	
Exp. Date	
Signature	

**Trimmers Landscaping Inc**  
 3 Aviation Park Drive  
 Londonderry, NH 03053  
 603-882-8888



Mary Bartlett Library  
 22 Dalton Road  
 Brentwood, NH 03833

**PO #**  
**Invoice #** 623960  
**Invoice Date** 5/21/2024  
**Invoice Balance** **\$141,605.98**

Email: angelab@trimmerslandscaping.com  
 Website: www.trimmerslandscaping.com

Date	Description	Qty	Price	Total
5/21/2024	Traffic/Pedestrian Management and Perimeter Safety	0.50	5250.00	2625.00
5/21/2024	General Site work and Erosion control	0.30	10400.00	3120.00
5/21/2024	Vertical Granite Curb	1.00	22945.00	22945.00
5/21/2024	Concrete Sidewalk	1.00	31955.00	31955.00
5/21/2024	Tactile Warning	1.00	2750.00	2750.00
5/21/2024	4" Bituminous Pavement	1.00	62650.00	62650.00
5/21/2024	Shade Tree	1.00	2905.98	2905.98
5/21/2024	Flowering Tree	1.00	3295.00	3295.00
5/21/2024	Shrub Planting	1.00	8560.00	8560.00
5/21/2024	Ground Cover Plantings	1.00	800.00	800.00

**Terms** Payment due in 15 days

**Subtotal** 141605.98

**For** 22 Dalton Road, Brentwood NH 03833

**Invoice Total** 141605.98

*Additional Consideration:  
 Cost assumed under  
 Amphitheater project resulting  
 in savings to town.*

**Invoice Balance** **\$141,605.98**

If you would like to receive future invoices electronically, please include your email address on this invoice stub.

**To View Your Invoice Online**

Go to <https://trimmerslandscaping.manageandpaymyaccount.com/invoice/main?code=D53CA-7C806-AE411>

**Client Name** Mary Bartlett Library  
**For** 22 Dalton Road, Brentwood NH  
 03833  
**Invoice #** 623960  
**Invoice Date** 5/21/2024  
**Invoice Balance** \$141,605.98

**PAYMENT STUB**

Trimmers Landscaping Inc  
 3 Aviation Park Drive  
 Londonderry, NH 03053

**Amount Enclosed**

If payment is not received by the due date, late charges of 19% APR will be added to the outstanding balance. Customer will be responsible for any fees incurred by Trimmers Landscaping, Inc. in efforts to demand payment.

**Card #**

**Exp. Date**

**Signature**

BWP & Sons LLC  
 PO Box 1162  
 North Hampton, NH 03862  
 603-365-6452  
 info@bwpandsons.com

# Estimate 5062

~~8000~~

\$ 85K all in

\$ 67K impact  
 balance

**ADDRESS**

Town of Brentwood  
 1 Dalton Road  
 Brentwood, NH 03833

DATE  
 07/15/2024

**JOB LOCATION**

Tennis Courts

DATE	DESCRIPTION	AMOUNT
	Strip off loam.	
	Excavate for 2 tennis courts approximately 88'x44' each for a total prepped area of 7,744 sq ft.	
	Install approximately 14" processed gravel.	
	Rough grade gravel.	
	Vibratory roll processed gravel.	25,400.00
	Paving area 7,744 sq ft.	26,750.00
	Finish grade and compact existing gravel base.	
	Install 1.5" of 3/4" asphalt binder course.	
	Install 1.5" of 3/8" asphalt finish course.	
	(Town of Brentwood will pay paving contractor directly.)	
	Standard exclusions:	
	Any conduit and installation of.	
	Excavation for UGE.	
	Any poles or provisions for poles.	
	Any permit, fees, approvals or inspections.	
	Hot top.	
	Concrete.	
	Any landscaping such as but not limited to screened loam, seed, fertilizer, plants, shrubs.	
	Removal, disposal, and replacement of unsuitable/hazardous materials.	
	Not responsible for any unforeseen, unmarked utilities, any repairs made by us will be charged on a time and material basis.	
	Any work performed outside the scope of work listed in this estimate will be charged as an extra.	
	<b>TOTAL</b>	<b>\$52,150.00</b>

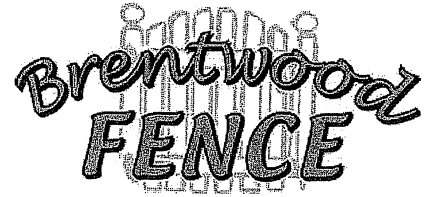
THANK YOU.

We will be as careful as possible but will not be responsible for hot top damage due to heavy equipment, damage to unforeseen under ground wires such as but not limited to under ground dog fences, utilities, irrigation, etc.  
 Please note, if paying by credit card there will be a 3% processing fee added.

**ESTIMATE**

Brentwood Fence  
 300 Route 125  
 Brentwood, NH 03833  
 (603) 867-7856

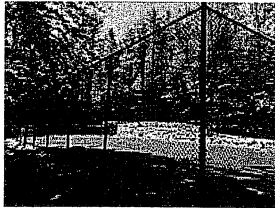
**Sales Representative**  
 Matt Souther  
 (603) 773-8944  
 matt@brentwoodfence.com



**Andrew Gray**  
**Job #1169 - Andrew Gray- Pickle ball/ tennis court**  
 190 Route 125  
 Brentwood, NH 03833

<b>Estimate #</b>	4562
<b>Date</b>	7/29/2024

Item	Description	Unit of Measure	Qty	Amount
10' Black Chain Link	10' Tall Black Vinyl Coated Chain Link Fence using commercial grade 2.5" line post, 3" terminals, commercial grade chainlink fabric, top, middle and bottom rail for structural and longevity.  (1) 10' double drive (3) 4' wide single walk gates	LF	600.00	\$53,700.00



PLEASE SEE SECOND PAGE FOR WARRANTY AND INSTALLATION DATES

NOTE: If Ledge Drilling or Jack Hammering is needed for holes, an up-charge of \$75 per hole will be added to the final invoice.

<b>Sub Total</b>	\$53,700.00
<b>Total</b>	\$53,700.00

**SPECIAL INSTRUCTIONS**

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### **Important Installation Date Information:**

Projects are queued into the installation schedule upon receipt of the customer's 50% deposit. Lead times are regularly 4 to 6 weeks out and during the busy season, it may be longer due to the time of year, bad weather conditions and/or unforeseen ground conditions on projects booked ahead of yours that affect a customer's installation date.

### **Terms and Conditions**

- 1.) **PERMITS:** The customer is responsible for fence location and any permits or other special ordinances i.e height requirements, setbacks or pool codes their town requires. The customer is responsible for identifying and disclosing to Brentwood Fence any other existing underground items such as Irrigation lines and/or utilities such as propane gas or electrical lines. For example: electrical lines for stand by generators, pool pumps, or independent exterior lighting. If you are unsure, the customer is responsible for contacting their gas company and or electrical provider to obtain this information and locations. As a courtesy Brentwood Fence will contact DIG SAFE to identify any underground utilities such as phone, gas, cable, water, sewer on your property.
- 2.) Brentwood Fence is not responsible for any damage that may occur to a sprinkler system that is within close proximity to a fence line.
- 3.) **Payment Terms:** For new fence installations a 50% deposit is required upon signing and acceptance of contract. Remaining balance will be due upon completion. For any REPAIR projects, payment in full is required before repair work is started.
- 4.) **RESTOCKING FEE:** A restocking fee of 25% will be charged on any canceled projects where materials have already been ordered. The restocking fee will be deducted from refunded deposits. \*Special order items can not be restocked and are non-refundable.\*
- 5.) **TRIP CHARGE on REPAIRS & WARRANTY REPAIRS:** May be subject to a trip charge to cover the costs of our crews traveling to the repair job site.
- 6.) **Responsibilities:** Brentwood Fence, LLC will provide services and materials pursuant to the attached estimate and/or invoice in exchange for the owner's/contractor's prompt payment.
- 7.) **Access to property:** By signing this Agreement, the owner/contractor affirms that he/she has the authority to hire and pay Brentwood Fence, LLC and the authority to allow Brentwood Fence, LLC access to the property to the extent necessary for Brentwood Fence, LLC to complete its work.
- 8.) **Interest:** If payment is not made in full within 10 days of completion of the work, interest will accrue on the balance owed at a rate of one point five percent (1.5%) per month and be added to each statement.
- 9.) **Collection Costs:** If Brentwood Fence, LLC is required to pursue collection efforts or litigation to collect the balance owed, regardless of the amount owed, the owner/contractor expressly agrees that it will reimburse Brentwood Fence, LLC for all collection costs, court costs, attorney's fees and any other related expenses. Those costs, fees and expenses will be added to the entire balance owed.
- 10.) **Termination:** Either party may terminate this contract at any time, but only by giving written notice to the other person. If the contract is terminated, Brentwood Fence, LLC will be entitled to payment for the labor and materials it supplied to the property up to the date of termination.
- 11.) **Applicable Law/Jurisdiction:** New Hampshire law will be applied to any dispute between Brentwood Fence, LLC and the owner/contractor. Any such dispute shall be adjudicated in a New Hampshire Court with appropriate jurisdiction, to the exclusion of all other courts and states.
- 12.) These Terms and Conditions are a material part of the parties' contract and are to be enforced as such. The Terms & Conditions and the attached estimate and/or invoice constitute the entire contract between the parties, and nothing outside the scope of these two documents are part of any enforceable agreement unless agreed to in writing by the parties.

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

### **WARRANTY**

We guarantee our workmanship and materials for five years from the installation date. Our warranty covers movement or settling within the first year and the operation of gates and gate hardware, with proper use. If your project includes vinyl, aluminum or some other manufactured product these materials are often covered by a manufacturer's extended warranty. Our warranty does not include damage to the fence that is caused by vandalism, vehicle damage, climbing, storm or tree damage, swinging on gates or other misuse of gates or gate hardware. Gates that are left opened can slam shut causing latches to break or bend and hinges to come out of alignment. Gate hardware is meant to work properly under controlled conditions, this does not include forceful opening or shutting by an individual.

Subject: ARPA Funds

The enclosed requests are for the consideration of appropriating ARPA funds for the Grange building at 140 Crawley Falls Road.

Drilled Well Estimate: \$15,300 ( 300' )

\$17,900 ( 400' )

Electrical Components: \$1,900

Septic System Design + Installation Estimate: \$15,000

Total estimate for 300' well, electrical, septic - \$32,200

Total estimate for 400' well, electrical, septic - \$34,800

Respectfully,

Dexter Swasey  
President, Brentwood Historical Society

7 - 31 - 2024



7-31-2024

337 Calef Highway (Route 125), Epping, NH 03042  
(603) 679-5299

www.eppingwell.com

26A Main Street, Pittsfield, NH 03263  
(603) 435-6616

Client Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Property Address: \_\_\_\_\_ Tax Map/Lot: \_\_\_\_\_

### Drilled Well Estimate & Agreement

#### WELL ESTIMATE:

Although you never know how deep a well will go, this estimate is based on an "average" well depth of 500 feet, You would pay actual cost of footage determined upon drilling. *Actual drilling of well is subcontracted.*

Drilling Cost:	\$20.00 per foot	ex. Drilling 500 x \$20.00/ft	\$10000.00	(300') 7850
Casing Cost:	\$40.00 per foot	ex. Casing: 40' x \$40.00/ft	\$1600.00	
Drive Shoe:	\$250.00	ex. Drive Shoe & Cap	\$250.00	(400') 19850
Mudding Cost:	\$5.00 per foot of casing	(if necessary)		

*Please Note: Tremie-Grout (Required for Non-Conforming Wells) is additional \$500 plus \$5 per foot of casing depth. If environmental containment is necessary, fee is additional.*

**EXAMPLE WELL ESTIMATE TOTAL: \$11850.00**

#### PUMP INSTALLATION OPTIONS:

**Option 1: Traditional System:** Stainless Steel ½ HP Submersible Pump set up to 300 ft, poly pipe, wire, torque arrestor, pitless adaptor, well cap, 35 gal pressure tank and controls, check valve, boiler drain, relief valve, pressure switch and gauge. Conduit, wire and poly pipe offset line (up to 100ft included) into excavated trench from well to house. *\*If larger horsepower is required, due to deeper well depth and static water levels, additional costs may be \$400-\$500.*

- ✓ 300 Ft \$5600
- ✓ 400 Ft \$6200
- 500 Ft \$6800 (1HP 5GPM, Poly Pipe)
- 600 Ft \$9140 (Sch.120 Pipe)

**Option 2: Constant Pressure System:** We will install all pump, tank and controls as described above and include a variable frequency drive for the house. With this system, you will have constant pressure coming into the house (as opposed to 40-60 PSI with traditional system). This type of system is very beneficial for homes with varied water usage.

- 300 Ft \$8100
- 400 Ft \$9000
- 500 Ft \$9900
- 600 Ft+ TBD

**\*\* Five (5) year warranty on parts and labor, state certified water analysis included.**

326 Main St Unit 7  
Fremont, NH 03044 US  
+16037345355  
jessica@monarchnh.com



## Estimate

### ADDRESS

Brentwood Historic  
Society  
1 Dalton Rd  
ATTN: Dexter Swasey  
Brentwood, NH 03833

ESTIMATE # 1205  
DATE 07/31/2024

---

DESCRIPTION	AMOUNT
- 220volt 20amp power to bathroom dedicated vanity outlet.	1,900.00
- 220volt 20amp power to well pump controller ( pump and controller by others )	
- 220volt 20amp power to insta-hot water heater ( heater furnished and installed by others )	
- 220volt 20amp power to electric baseboard heater in new water pump closet space.	
- Motion activated light in basement area stair hole.	
- 120volt 20amp GFCI protected outlet in unfinished basement space.	

---

Thank You for reaching out to Monarch  
Electrical for your electrical needs!

TOTAL

**\$1,900.00**

Please confirm approval.

Accepted By

Accepted Date